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DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.



June 26, 1914.

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MEMORANDUM NO. 94.

(Relative to the Purchase of Supplies and Materials)

Purchases of supplies and materials at or near the close of the fiscal year should be avoided unless such supplies and materials can be delivered before the end of the fiscal year or are needed for immediate use and to delay their purchase until the next fiscal year would interrupt the work of the Department.

An annual appropriation is applicable only to expenditures properly incurred for the use of the particular fiscal year for which it is made, and administrative officers should not anticipate the needs of a succeeding fiscal year and use unexpended balances for the purchase of supplies and materials merely in order to use up such unexpended balances.

Acting Secretary.

Office of the Assistant Secretary.

REQUEST FOR ~~XX~~

Division of Publications, June 26, 1914 ~~XXXXXX~~

Washington, D. C., 1913.

TO THE ASSISTANT IN CHARGE DOCUMENT SECTION:

SIR:

KINDLY FLEXOTYPE FOR USE OF THIS OFFICE,
THE MATTER HEREWITH AS PER COPY.

NO OF	DESCRIPTION OF WORK
CO 500	: Memorandum No. 94.

Letter-heads herewith.

Elite type.

Respectfully,

Private Secretary.

Chief

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His Secretary's File Room

A. J. S. Smith,
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

June 21, 1916

June 21, 1916

Re: Permanent Collection of Botanical Specimens

From time to time occasion arises when it is desirable to

have specimens, for instance, of the various plants and

of the Department. When the need arises the Department

no longer has complete collection of botanical specimens of the

kind. In many cases the only source of a plant is in the

field and there is no way to grow the plant in Washington or to send

it exactly as some point for emergency use. The reason for this is

the collection on which depends specimens that are needed for

the present, rapidly enough, but it is not possible to have a permanent

the Departmental collection is not to be removed. This is the

we need as the result of illustration and this is well known for

knowledge of the Department. In some cases this is not for the

national time being, the Department is not able to keep a

specimen as a permanent record for a long time.

Very truly,
Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

June 26, 1914.

MEMORANDUM

Relating to Permanent Collection of Motion Picture Positives.

From time to time occasion arises when it is desirable to have exhibitions, for visitors, of the motion picture films made by the Department. Under the present system the Department has no permanent and complete collection of positive prints of its films. In many cases the only ^{move} ~~copy~~ ^a of the film is in use in the field and there is no way to show ~~the~~ film in Washington or to send it quickly to some point for emergency use. ~~The Secretary~~ therefore ~~approves~~ the recommendation of the Committee on Motion Picture Activities that each bureau, where funds permit, supply enough positive film to print an extra copy for the departmental collection. ^{as negative appears} This film will be kept in the Section of Illustrations and thus be available for showing at the Department. In cases where sudden need for an additional film arises, the bureau originating the film can obtain permission to withdraw it for a brief period.

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D.C.

June 25, 1911

Relating to Permanent Collection of Motion Picture Material

From time to time questions arise when it is desirable to have exhibitions for visitors of the motion picture film made by the Department. Under the present system the Department has no permanent and complete collection of motion picture film. In many cases the only film in use is the film which is sent to show the film in Washington or to send it quickly to some point for emergency use. The Secretary therefore approves the recommendation of the Committee on Motion Picture Activities that each Bureau, where there is a large enough positive film to permit an extra copy for the Department collection. This will be kept in the Department's collection and thus be available for showing to the Department. In cases where motion material for an exhibition is obtained from other sources the film can obtain permission to withdraw it for a brief period.

Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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Please return to
the Secretary's Office

July 1, 1914.

Regarding recommendations affecting the personnel.

Hereafter all recommendations for appointments, transfers, promotions, and other changes in the personnel of the various bureaus, divisions, and offices of the Department should be transmitted directly to the Office of the Secretary. After consideration in that Office, they will be forwarded promptly to the Appointment Clerk for appropriate action.

D. F. Houston
Secretary.

Appt. sent

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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July 1, 1914.

Regarding Purchase and Use of Motor Vehicles and Motor Boats.

Attention is invited to the following provision of the Act making appropriations for the Department of Agriculture for the fiscal year ending June 30, 1915:

"That the lump-sum appropriations now available or herein made for the work of the Department of Agriculture shall be available for the purchase of motor vehicles and motor boats necessary in the conduct of the field work of the Department of Agriculture: Provided, That the amount to be expended under the provisions of this paragraph for such motor vehicles and motor boats shall not exceed the sum of \$10,000, and that said vehicles and boats shall be used only for official service: Provided further, That the Secretary of Agriculture shall, on the first day of each regular session of Congress, make a report to Congress showing the amount expended under the provisions of this paragraph for the purchase of such vehicles and boats during the preceding fiscal year."

Under this provision, the lump-sum appropriations of the Department for the present fiscal year are made available for the purchase of motor vehicles and motor boats. The purchase of such vehicles and boats, however, is authorized only for use in connection with the field work, and the amount which may be expended for that purpose is restricted to \$10,000.

All requisitions or authorizations for the purchase of motor vehicles and boats must be submitted to the Secretary of

Agriculture for consideration and approval. In view of the attitude of Congress, as expressed in this and other legislation and in debate, the purchase of motor vehicles or boats will be approved only when it is clearly shown that they are necessary for the proper conduct of the work, and that the use of this means of transportation will result in a more economical and efficient performance of the work. No requisition or authorization for the purchase of such vehicles or boats will be considered unless there is attached a statement showing in detail the purpose for which the vehicle or boat is to be used, the necessity for it, and the advantage which will accrue to the Department from its use.

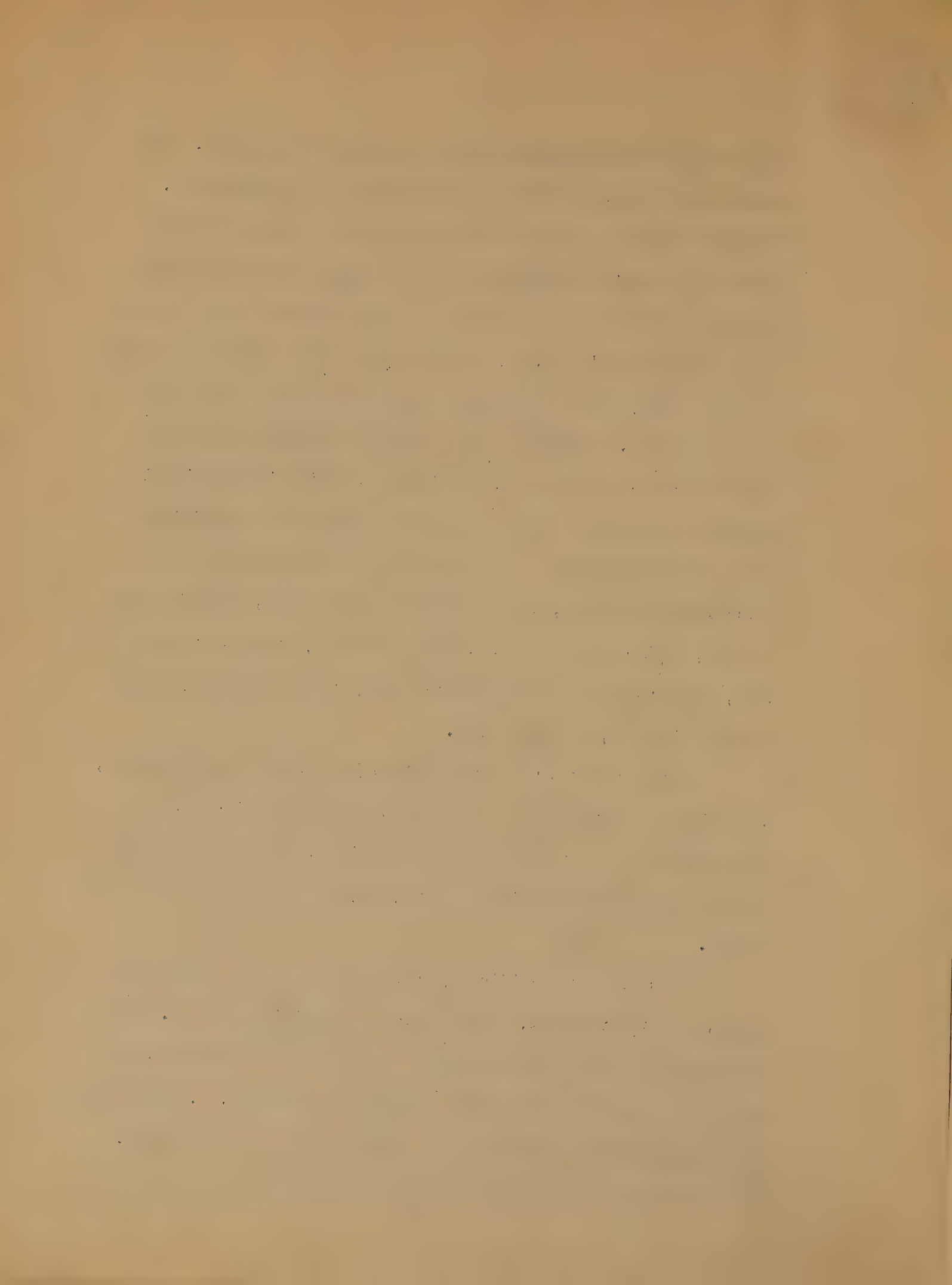
On account of the limitation of \$10,000, it will be necessary to limit the amount which may be expended by each bureau for this purpose. In making these limitations, the needs of the service as a whole will be considered and the sum apportioned equitably among the different bureaus. For consideration in this connection, chiefs of bureaus are requested to submit immediately an estimate of the number of motor vehicles and motor boats which will be required for the proper and efficient conduct of their work during the present fiscal year, the probable cost thereof, and the purpose for which they are to be used. In order that the limitation may not be exceeded, a careful record of all purchases will be kept in the Office of the Secretary.

It will be noted that the above provision requires the Secretary to make a report to Congress on the first day of each regular session showing the amount expended for the purchase of

motor vehicles and boats during the preceding fiscal year. This report will be prepared by the Chief Clerk of the Department. The Chief Clerk will also maintain by bureaus a complete card record of all motor vehicles and boats owned by the Department, including the name of the vehicle or boat, the horse power, model, year, manufacturer's number, by whom used, where stationed, purpose for which used, date of purchase, requisition number, cost, and extra equipment. Beginning July 1, 1914, a monthly record will also be kept by the Chief Clerk of the following information in connection with each vehicle and boat: Wages of the chauffeur, amount expended for new tires, repairs to tires, gasoline, oil, miscellaneous repairs, total up-keep for the month, total up-keep to date, number of miles run during the month, average cost per mile, number of gallons of gasoline used, cost per gallon, number of days disabled, and condition.

In order that this record may be kept current and accurate, the chiefs of bureaus are instructed to keep a careful record of these facts and report the same to the Chief Clerk of the Department, on forms provided for that purpose, at the close of each month.

Attention is specifically called to the clause "that said vehicles and boats shall be used only for official service." All motor vehicles and boats purchased for the use of the Department must have conspicuously painted thereon the words "U. S. DEPARTMENT OF AGRICULTURE" and the name of the bureau to which it belongs. The use of any motor vehicle or boat owned by the Department for



other than official purposes will be regarded as sufficient ground for dismissal. This fact should be strongly impressed upon all officers and employees having anything to do with the operation or maintenance of such vehicles or boats.

A. D. Houston,

Secretary.

Copy for Finance Committee

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July 1 , 1914.

Memorandum No. 98.

Relative to the transfer of funds under the ten per centum provision included annually in the Act making appropriations for the Department of Agriculture.

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The attention of the administrative officers of the Department is invited to the following provision which is included annually in the Act making appropriations for the Department of Agriculture:

"And not to exceed ten per centum of the foregoing amounts for the miscellaneous expenses of the work of any bureau, division, or office herein provided for shall be available interchangeably for expenditure on the objects included within the general expenses of such bureau, division, or office, but not more than ten per centum shall be added to any one item of appropriation except in cases of extraordinary emergency, and then only upon the written order of the Secretary of Agriculture."

It is assumed that estimates are made with care and that those making them know for what purpose they are intended and believe them to be adequate and no more than adequate. The Congress has a right to assume these facts.

The transfer clause in the appropriation act was inserted clearly to meet unforeseen contingencies and to prevent unnecessary hardships. The addition of even ten per cent to a sub-appropriation should not be regarded as an ordinary routine matter, but should be considered as an exception and availed of only in cases of emergency.

Transfers of "not to exceed ten per centum" will require first, a specific recommendation by the Chief of the Bureau and second, the approval of the Secretary of Agriculture. The special authority conferred upon the Secretary in the latter portion of this paragraph can be used only in cases of extraordinary emergency and therefore the transfer privilege, for all practical purposes, is limited to ten per centum. While transfers are interchangeable between sub-appropriations under a general expense appropriation of a bureau, they are not interchangeable between other lump-sum appropriations within a bureau, nor are they available interchangeably between the lump-sum appropriations of one bureau and those of another. In other words, such transfers can only be made within a bureau and within a general lump-sum appropriation of that bureau having sub-appropriations, and the total deductions under a sub-appropriation must not exceed ten per centum of the item in any one fiscal year.

Outside of this limited transfer privilege the various sub-appropriations of a Bureau are as entirely separate and distinct as if they were appropriations for different branches of the Bureau and neither the Chief of the Bureau nor any one else, except Congress, has authority to transfer or use the funds appropriated under an item for any other purpose than that set forth in the item for which the funds were appropriated. The question of the legal authority for carrying on any particular line of work is very important, therefore, and should have the careful thought and attention of every administrative officer.

Whenever transfers made during the year are to be of a permanent nature, in preparing the estimates for the next fiscal year this fact will be taken into account and the funds transferred in the estimates in order to avoid the trouble and work of having to recommend transfers during the next year.

J. B. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 11, 1914.

APPOINTMENT CLERK

Memorandum No. 98 (revised).

Relative to the transfer of funds under the ten per centum provision included annually in the Act making appropriations for the Department of Agriculture.

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Memorandum No. 98, July 1, 1914, is revised to read as follows:

The attention of the administrative officers of the Department is invited to the following provision which is included annually in the Act making appropriations for the Department of Agriculture:

"And not to exceed ten per centum of the foregoing amounts for the miscellaneous expenses of the work of any bureau, division, or office herein provided for shall be available interchangeably for expenditure on the objects included within the general expenses of such bureau, division, or office, but not more than ten per centum shall be added to any one item of appropriation except in cases of extraordinary emergency, and then only upon the written order of the Secretary of Agriculture."

The object of this provision is to enable the Department to meet unusual expenses not anticipated at the time the annual estimates were prepared. It is the duty of those who prepare the estimates to consider with care for what purposes and in what amounts appropriations will be required in any fiscal year. The action of the Congress in providing the appropriations, after consideration of the estimates, must be taken as determining the sums which may be expended during a given fiscal year for the specified purposes unless unexpected conditions arise. No trans-

fer of funds should be made under the transfer provision in the ordinary course of business. The privilege so conferred upon the Department should not be availed of except in cases of emergency, and no transfer will be made unless there is submitted to, and approved by, the Secretary of Agriculture, a specific recommendation of the chief of the bureau, independent division, or independent office for which the appropriations are made, setting forth in detail the reasons why the transfer is needed.

In submitting his recommendation for the transfer of any part of an item, the chief should keep in mind that under the transfer provision,- (1) transfers may be made to, and from, only those items which are included within the appropriation for the general expenses of the bureau, division, or office; (2) that no such item may be decreased, under any circumstances, by more than ten per cent of its total; and (3) that no such item can be increased, except in cases of extraordinary emergency, by more than ten per cent.

The transfer provision does not authorize the transfer of any part of an appropriation to, or from, one bureau, division, or office to another bureau, division, or office, and while it confers some discretion upon the Secretary to permit the increase of an item, included within an appropriation for general expenses, by more than ten per cent in cases of extraordinary emergency, the Secretary is without authority to permit the decrease of such an item by more than ten per cent, in any event.

Outside of this limited transfer privilege the various sub-appropriations of a bureau are as entirely separate and distinct as if they were ap-

appropriations for different branches of the Department, and neither the chief of the bureau nor any one else, except Congress, has authority to transfer or authorize the use of funds for any purpose other than those indicated by the wording of the item in connection with which the funds were appropriated. The question of the legal authority for carrying on any particular line of work is of first importance, and must have the careful thought and attention of every administrative officer.

Whenever transfers are permitted during any fiscal year this fact will be taken into account in preparing the estimates for the next fiscal year, and if the conditions requiring the transfer are likely to continue to exist, the funds shall be transferred in the estimates, in order to avoid the necessity of making transfers during the next fiscal year.

A. S. Austin,

Secretary.

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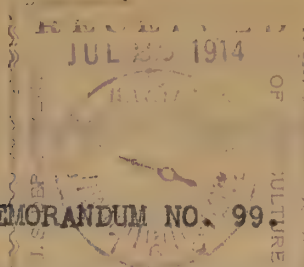
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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July 18, 1914

Regarding Preparation of Correspondence for the Signature of the
Secretary and Assistant Secretary.

In a number of instances recently, there has been considerable delay on the part of the various bureaus, divisions, and offices of the Department in preparing replies to letters referred to them from the Office of the Secretary or Assistant Secretary. In order to avoid criticism on this account all letters, as a general rule, should be answered or should be given attention on the day they are received. If the necessary information is not immediately available, the letters should be acknowledged with a statement that the information will be secured and forwarded as soon as practicable. Chiefs of Bureaus, Divisions, and Offices are instructed to take such steps as may be necessary to secure prompt action on all matters referred to them. Letters requiring immediate attention should be expedited in every possible way and should take precedence over other correspondence.

General Style, etc:

All letters for the signature of the Secretary or Assistant Secretary should be prepared on embossed letter-heads, a supply of

which can be obtained at any time from the Supply Division upon the usual requisition. Envelopes can also be procured from that division. The letters should be written in elite type, with black-copy-blue ribbon, and care should be taken to see that the finished letter is neat, accurate, and well-balanced in every respect. A margin of an inch and a quarter should be allowed on each side and at the bottom. If the letter covers an entire page, the address should begin an inch below the seal, but, if it is comparatively short, more space may be allowed between the seal and the address. The date should be centered half an inch below the word "Washington." The month should not be abbreviated and figures only should be used for the day, as "July 17, 1914." Paragraphs should be indented seven spaces and double-spacing should be used in all cases, excepting quotations.

Each page, other than the first, should be numbered in the center, one inch from the top and three single spaces from the first line, the number being preceded and followed by a dash, thus:

but neither the date nor the name, initials, or title of the party to whom the letter is addressed should appear thereon. If there are enclosures accompanying the letter, that fact should be indicated by the word "Enclosures" in parentheses on the left side of the last page. The enclosures should not be listed, but the num-

ber may be indicated, thus: (2 Enclosures).

All letters should be written in an impersonal style and the use of the pronouns "I", "me," and "my" should be avoided as far as practicable.

Initialing:

Letters should bear the initials of the chief or acting chief of the Bureau, Division, or Office concerned, written in copying ink or indelible pencil in the upper left-hand corner, but ^{other initials} ~~nothing further~~ should appear thereon.

Correspondence with Heads of Departments:

All communications to heads of Departments must be signed by the Secretary or Acting Secretary and should be addressed to the Secretary of the Department concerned. If a letter is received from an Acting Secretary of any Department, the reply thereto should be addressed to the Secretary of that Department and not ^{to} ~~the~~ Acting Secretary who signed the letter.

Correspondence with Territorial Officials:

All official communications or reports from or to executive officers of the Territories and territorial possessions of the United States and all official communications or reports relating to Territorial matters from and to all executive officers of the United States stationed in such Territories and Territorial posses-

sions must be transmitted through the Secretary of the Interior, except as to Porto Rico and the Philippine Islands, which are under the jurisdiction of the Secretary of War.

Correspondence with Diplomatic and Consular Officers:

All official communications with diplomatic and consular officers in foreign countries must be ^{transmitted} through the Secretary of State,

Forms of Salutation and Conclusion:

The following forms of salutation and conclusion should be used, with punctuation, indentation, and spacing exactly as indicated:

President:

The President:

I have the honor to acknowledge receipt of your letter of July 17, in reference, etc.

Respectfully,

(5 single spaces)

Secretary.

The President,

The White House.

Ambassadors:

His Excellency,
The Russian Ambassador,
Washington, D. C.

Sir:

Respectfully,

Secretary.

Senators:

Hon. John Smith,
United States Senate.

Dear Senator Smith:

Very truly yours,

Secretary.

Representatives:

Hon. John Smith,

House of Representatives.

Dear Mr. Smith:

Very truly yours,

Secretary.

Chairmen of Committees, United States Senate.

Hon. John Smith,

Chairman, Committee on Appropriations,
United States Senate.

Dear Senator Smith:

Very truly yours,

Secretary.

Chairmen of Committees, House of Representatives.

Hon. John Smith,
Chairman, Committee on Interstate and Foreign Commerce,
House of Representatives.

Dear Mr. Smith:

Very truly yours,

Secretary.

The Civil Service Commission.

The Honorable,

The President of the U. S. Civil Service Commission.

Sir:

Respectfully,

Secretary.

Commissioners of the District of Columbia.

The Honorable
The President of the Board of Commissioners,
Washington, D. C.

Sir:

Respectfully,

Secretary.

Governors of States and Territories.

Hon. John Smith,
Governor of Virginia,
Richmond, Virginia.

Sir:

Respectfully,

Secretary.

Other State Officials.

Hon. John Smith,
State Food and Dairy Commissioner,
Boise, Idaho.

Sir:

Respectfully,

Secretary.

Presidents or Deans of Agricultural Colleges.

President (or Dean) John Smith,
Michigan Agricultural College,
East Lansing, Michigan.

Dear President (or Dean) Smith:

Very truly yours,

Secretary.

Directors of Agricultural Experiment Stations.

(Where the Director of an Experiment Station is also Dean of the College of Agriculture, he should be addressed as above; where he holds only the title of Director of the Experiment Station, he should be addressed as follows):

Mr. (Dr. or Prof.) John Smith,
Director of the Michigan Agricultural Experiment Station,
East Lansing, Michigan.

Dear Mr. (Dr. or Prof.) Smith:

Very truly yours,

Secretary.

Heads of Departments:

The Honorable

The Secretary of Commerce.

Sir:

Respectfully,

Secretary.

Individuals:

Mr. John Smith,
Bankers Trust Company,
Traer, Iowa.

Dear Sir:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Assistant Secretary, as the case may be, the salutation should be "Dear Mr. Smith").

Very truly yours,

Secretary.

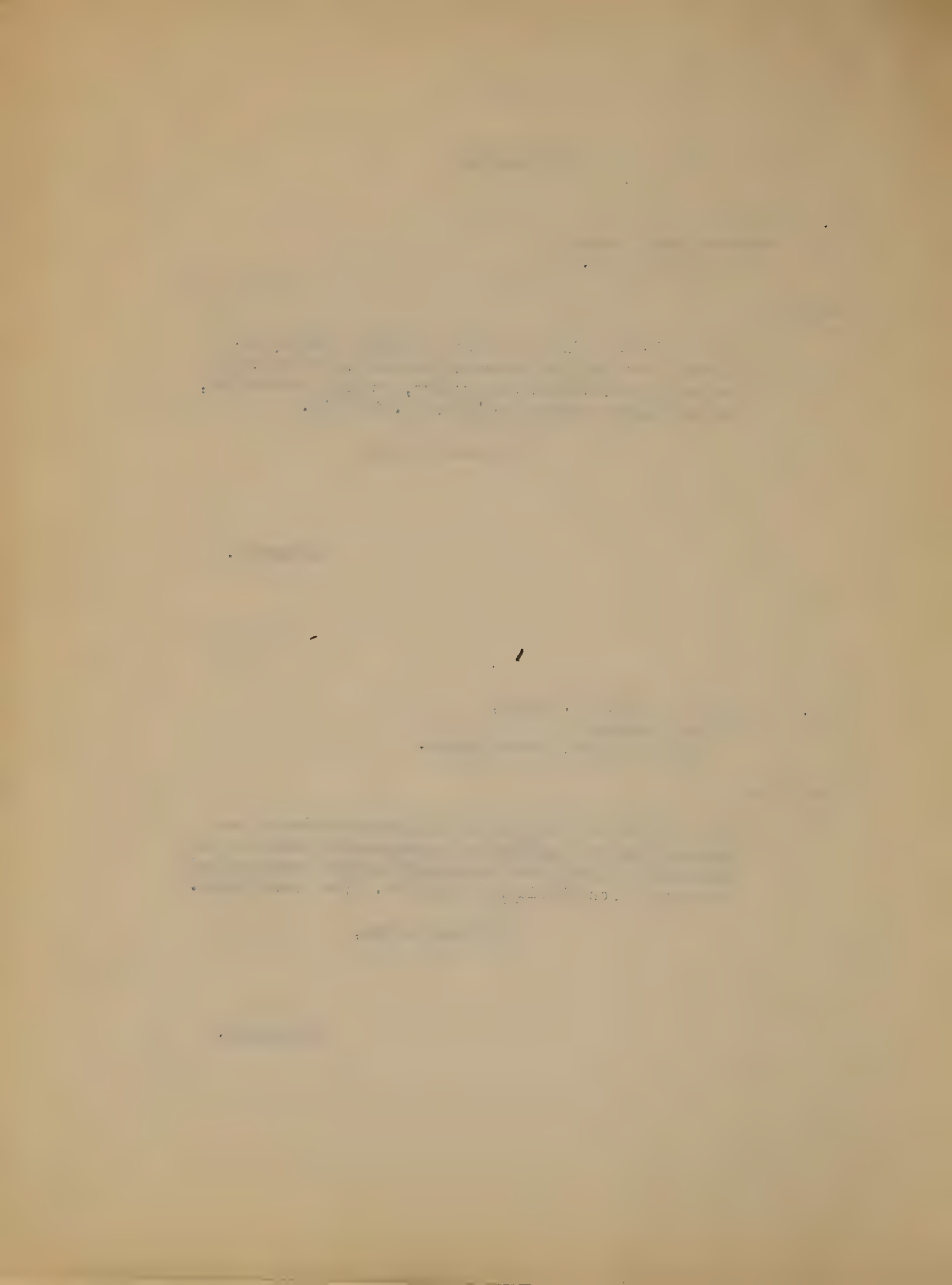
Mrs. (or Miss) Josephine M. Smith,
117 Girard Avenue,
Philadelphia, Pennsylvania.

Dear Madam:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Assistant Secretary, as the case may be, the salutation should be "Dear Mrs. (or Miss) Smith.")

Very truly yours,

Secretary.



Firms:

Denver Storage Company,
1330 Marine Bank Building,
Chicago, Illinois.

Gentlemen:

Very truly yours,

Secretary.

A. A. Houston,
Secretary.

W

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

File

July 18, 1914.

MEMORANDUM NO. 99.

Regarding Preparation of correspondence for the Signature of the Secretary and Assistant Secretary.

In a number of instances recently, there has been considerable delay on the part of the various bureaus, divisions, and offices of the Department in preparing replies to letters referred to them from the Office of the Secretary or Assistant Secretary. In order to avoid criticism on this account all letters, as a general rule, should be answered or should be given attention on the day they are received. If the necessary information is not immediately available, the letters should be acknowledged with a statement that the information will be secured and forwarded as soon as practicable. Chiefs of Bureaus, Divisions, and Offices are instructed to take such steps as may be necessary to secure prompt action on all matters referred to them. Letters requiring immediate attention should be expedited in every possible way and should take precedence over other correspondence.

General Style, etc:

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which can be obtained at any time from the Supply Division upon the usual requisition. Envelopes can also be procured from that division. The letters should be written in elite type, with black-copy-blue ribbon, and care should be taken to see that the finished letter is neat, accurate, and well-balanced in every respect. A margin of an inch and a quarter should be allowed on each side and at the bottom. If the letter covers an entire page, the address should begin an inch below the seal, but, if it is comparatively short, more space may be allowed between the seal and the address. The date should be centered half an inch below the word "Washington." The month should not be abbreviated and figures only should be used for the day, as "July 17, 1914." Paragraphs should be indented seven spaces and double-spacing should be used in all cases, excepting quotations.

Each page other than the first, should be numbered in the center, one inch from the top and three single spaces from the first line, the number being preceded and followed by a dash, thus:

but neither the date nor the name, initials, or title of the party to whom the letter is addressed should appear thereon. If there are enclosures accompanying the letter, that fact should be indicated by the word "Enclosures" in parenthesis on the left side of the last page. The enclosures should not be listed, but the num-

See may be indicated, thus: (3 E, 1, 1, 1, 1).

All letters should be written in an impersonal style and the use of the pronouns "I", "me," and "my" should be avoided as far as practicable.

Initialing:

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(5 single spaces)

Secretary.

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The White House.

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His Excellency,
The Russian Ambassador,
Washington, D. C.

Sir:

Respectfully,

Secretary.

Heads of Departments:

The Honorable

The Secretary of Commerce.

Sir:

Respectfully,

Secretary.

Senators:

Hon. John Smith,

United States Senate.

Dear Senator Smith:

Very truly yours,

Secretary.

Representatives:

Hon. John Smith,

House of Representatives.

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Very truly yours,

Secretary.

Chairmen of Committees, United States Senate.

Hon. John Smith,
Chairman, Committee on Appropriations,
United States Senate.

Dear Senator Smith:

Very truly yours,

Secretary.

Chairmen of Committees, House of Representatives.

Hon. John Smith,
Chairman, Committee on Interstate and Foreign Commerce,
House of Representatives.

Dear Mr. Smith:

. Very truly yours,

Secretary.

The Civil Service Commission.

The Honorable,

The President of the U. S. Civil Service Commission.

Sir:

Respectfully,

Secretary.

Commissioners of the District of Columbia.

The Honorable

The President of the Board of Commissioners.
Washington, D. C.

Sir:

Respectfully,

Secretary.

Governors of States and Territories.

Hon. John Smith,
Governor of Virginia,
Richmond, Virginia.

Sir:

Respectfully,

Secretary.

Other State Officials.

Hon. John Smith,
State Food and Dairy Commissioner,
Boise, Idaho.

Sir:

Respectfully,

Secretary.

Presidents or Deans of Agricultural Colleges.

President (or Dean) John Smith,
Michigan Agricultural College,
East Lansing, Michigan.

Dear President (or Dean) Smith:

Very truly yours,

Secretary.

Directors of Agricultural Experiment Stations.

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Mr. (Dr. or Prof.) John Smith,
Director of the Michigan Agricultural Experiment Station,
East Lansing, Michigan.

Dear Mr. (Dr. or Prof.) Smith:

Very truly yours,

Secretary.

Individuals:

Mr. John Smith,
Bankers Trust Company,
Traer, Iowa.

Dear Sir:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Assistant Secretary, as the case may be, the salutation should be "Dear Mr. Smith").

Very truly yours,

Secretary

Mrs. (or Miss) Josephine M. Smith,
117 Girard Avenue,
Philadelphia, Pennsylvania.

Dear Madam:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Assistant Secretary, as the case may be, the salutation should be "Dear Mrs. (or Miss) Smith.")

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Secretary.

Firms:

Denver Storage Company,
1330 Marine Bank Building,
Chicago, Illinois.

Gentlemen:

Very truly yours,

. Secretary.

D. A. Houston

Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.



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the Secretary's File Room

July 31, 1914.

MEMORANDUM NO. 100.

Regarding ~~the~~ Delay in Reporting upon Civil Service Certifications.

My attention has been called to the delay on the part of some of the bureaus of the Department in reporting upon certifications issued by the Civil Service Commission, particularly those for non-scientific positions. It frequently happens that a certification issued for filling a vacancy in one bureau contains the names of one or more persons which already appear on a certification for another bureau. In such cases, it is usually necessary for the second bureau to withhold action on its certification until the first bureau has made its selection and the papers of the persons whose names appear on both certifications have been turned over to the second bureau. Any delay, therefore, on the part of the first bureau in making selection is likely to result in serious inconvenience to the second bureau and injustice to the persons certified. In order to avoid such delay and inconvenience, and to secure prompt action on all certifications, chiefs of bureaus are instructed to take such steps as may be necessary to see that reports are made on all certifications for non-scientific positions within three days after their receipt, and that action on certifications for scientific positions is reported within one week.

A. S. Kourban
Secretary.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

August 1, 1914.

MEMORANDUM NO. 101.

PER DIEM IN LIEU OF SUBSISTENCE.

Paragraph 15 of the Fiscal Regulations, as amended by Memorandum No. 64, January 28, 1914, is hereby further amended so as to read as follows, effective this day:

15. Per Diem in Lieu of Subsistence.- Officers or employees of the Department of Agriculture engaged in field work, or traveling on official business outside of the District of Columbia and away from their designated posts of duty, may receive a per diem allowance in lieu of subsistence. The rates which may be allowed, not to exceed four dollars per diem, will be fixed by the Secretary on the recommendation of the chief of the branch of the Department in which the officer or employe is employed, giving consideration to the character of the duties to be performed and the section of the country to be traveled.

Officers and employes authorized to receive per diem allowances will not be reimbursed, in addition, for meals, lodging, fees to hotel employees, waiter fees, bath, laundry, or other subsistence expenses; but, in addition to the per diem allowance, may be reimbursed for expenses

necessarily incurred for railroad and steamboat fares, sleeping berth, stateroom on steamboats, seats in parlor or chair cars, street car, transfer-coach, and omnibus fares, transfer of baggage between depots and hotels, livery hire, stage fare and other means of conveyance between points not accessible by railroad, and other expenses of transportation.

Per diem allowance in lieu of subsistence under this regulation will be subject to the following rules:

(1) In computing the per diem allowance for fractional parts of a day the day will be considered as consisting of four equal parts, corresponding to breakfast, dinner, supper, and lodging, and for each such fractional part of the day for which expenses are incurred one-fourth of the per diem allowance will be granted. In traveling by railroad or ship, when the expense for berth in sleeping cars or stateroom is paid by the Government, the per diem allowance will not be reduced by reason thereof.

(2) Officers or employees taking annual leave on Monday or returning from annual leave on Monday who may claim a per diem allowance for the preceding Sunday will be required to show affirmatively the performance of official duties on that Sunday, and the place where such duties were performed.

(3) Letters of authorization may designate certain cities in which unusually high hotel rates prevail and provide that the per diem rate, of three dollars or less, specified in the letters of au-

thorization, shall be increased \$1 per day in each of the cities.

In computing the per diem allowance at the higher rate in these cities the day will be considered as consisting of four equal parts, corresponding to breakfast, dinner, supper and lodging, and for each such fractional part of the day for which expenses are incurred in these cities one-fourth of the per diem allowance at the higher rate will be granted.

(4) For days on which an officer or employee is in a camp or other place where meals are furnished by the Government, or on a ship on which the transportation charge includes meals, he may, under authority from the chief of his bureau, be allowed actual expenses incurred on such days or a fractional per diem for those parts of the day during which he was placed at personal expense for meals or lodging.

D. P. Houston

Secretary.

Approved

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Please return to
The Secretary's File Room

August 25, 1914.

MEMORANDUM NO. 101.

PER DIEM IN LIEU OF SUBSISTENCE.

Paragraph 15 of the Fiscal Regulations, as amended by Memorandum No. 64, January 28, 1914, is hereby further amended so as to read as follows, effective this day:

15. Per Diem in Lieu of Subsistence.- Officers or employes of the Department of Agriculture engaged in field work, or traveling on official business outside of the District of Columbia and away from their designated posts of duty, may receive a per diem allowance in lieu of subsistence. The rates which may be allowed, not to exceed four dollars per diem, will be fixed by the Secretary on the recommendation of the chief of the branch of the Department in which the officer or employe is employed, giving consideration to the character of the duties to be performed and the section of the country to be traveled.

Officers and employes authorized to receive per diem allowances will not be reimbursed, in addition, for meals, lodging, ^{fees to hotel employees,} waiter fees, bath, ^{or other subsistence expenses,} laundry; but, in addition to the per diem allowance, may be

reimbursed for expenses necessarily incurred for railroad and steamboat fares, sleeping berth, stateroom on steamboats, *seats in parlors or drawing rooms*, street-car, transfer-coach, and omnibus fares, transfer of baggage between depots and hotels, livery hire, stage fare and other means of conveyance between points not accessible by railroad, and other expenses of transportation.

Per diem allowance in lieu of subsistence under this regulation will be subject to the following rules:

(1) In computing the per diem allowance for fractional parts of a day the day will be considered as consisting of four equal parts, corresponding to breakfast, dinner, supper, and lodging, and for ^{each} such fractional part of the day for which expenses are incurred one-fourth of the per diem allowance will be granted. In traveling by railroad or ship, when the expense for berth in sleeping car or stateroom is paid by the Government, the per diem allowance will not be reduced by reason thereof.

(2) Officers or employees taking annual leave on Monday or returning from annual leave on Monday who may claim a per diem allowance for the preceding Sunday will be required to show affirmatively the performance of official duties on that Sunday, and the place where such duties were performed.

(3) Letters of authorization may designate certain cities in which unusually high hotel rates prevail and provide that the per diem rate, of three dollars or less, specified in the letters of au-

thorization, shall be increased \$1 per day in each of the cities. In computing the per diem allowance at the higher rate in these cities the day will be considered as consisting of four equal parts, corresponding to breakfast, dinner, supper, and lodging, and for each such fractional part of the day for which expenses are incurred in these cities one-fourth of the per diem allowance at the higher rate will be granted.

(4) For days on which an officer or employe is in a camp or other place where meals are furnished by the Government, or on a ship on which the transportation charge includes meals, he may, under authority from the chief of his bureau, be allowed actual expenses incurred on such days or a fractional per diem for those parts of the day during which he was placed at personal expense for meals or lodging.

D. I. Houston
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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August 26, 1914
Please return to
Secretary's File Room

MEMORANDUM NO. 102.

Extracts from appropriation acts (other than the Agricultural Appropriation Act for 1915) relating either directly or indirectly to the Department of Agriculture.

The attention of administrative officials of the Department is invited to the following provisions of a general nature which are included in the several appropriation acts indicated:

Urgent Deficiencies Act, approved April 6, 1914.

"On and after July first, nineteen hundred and fourteen, unless otherwise expressly provided by law, no officer or employee of the United States shall be allowed or paid any sum in excess of expenses actually incurred for subsistence while traveling on duty outside of the District of Columbia and away from his designated post of duty, nor any sum for such expenses actually incurred in excess of \$5 per day; nor shall any allowance or reimbursement for subsistence be paid to any officer or employee in any branch of the public service of the United States in the District of Columbia unless absent from his designated post of duty outside of the District of Columbia, and then only for the period of time actually engaged in the discharge of official duties."

"Paper now owned by any executive department or other Government establishment at Washington, District of Columbia, may be used by the Government Printing Office in executing work for such department or establishment."

"Sec. 2. That for the payment of the following claims, certified to be due by the several accounting officers of the Treasury Department under appropriations the balances of which have been exhausted or carried to the surplus fund under the provisions of section five of the Act of June twentieth, eighteen

hundred and seventy-four, and under appropriations heretofore treated as permanent, being for the service of the fiscal year nineteen hundred and eleven and other years, unless otherwise stated, and which have been certified to Congress under section two of the Act of July seventh, eighteen hundred and eighty-four, as fully set forth in House Document Numbered Five hundred and ninety-four, reported to Congress at its present session, there is appropriated as follows:

* * * * *
For meat inspection, Bureau of Animal Industry, \$1.24.
For general expenses, Bureau of Plant Industry, \$130.80.
For purchase and distribution of valuable seeds, \$68.05.
For botanical investigations and experiments, \$1.98.
For cotton boll weevil investigations, \$1.69.
For general expenses, Forest Service, \$103.63.
For laboratory, Department of Agriculture, \$17.42.
For public-road inquiries, \$72.
For general expenses, Weather Bureau, 64 cents."

"Sec. 3. For the payment of the following claims, certified to be due by the several accounting officers of the Treasury Department under appropriations the balances of which have been exhausted or carried to the surplus fund under the provisions of section five of the Act of June twentieth, eighteen hundred and seventy-four, and under appropriations heretofore treated as permanent, being for the service of the fiscal year nineteen hundred and eleven and other years, unless otherwise stated, and which have been certified to Congress under section two of the Act of July seventh, eighteen hundred and eighty-four, as fully set forth in Senate Document Numbered Four hundred and forty-three, reported to Congress at its present session, there is appropriated as follows:

* * * * *
For general expenses, Bureau of Chemistry, \$44.45.
For laboratory, Department of Agriculture, \$20.50.
For general expenses, Bureau of Entomology, \$4.45.
For contingent expenses, Weather Bureau, \$2.88."

"Sec 5. That no part of any money appropriated in this or any other Act shall be used for compensation or payment of expenses of accountants or other experts in inaugurating new or changing old methods of transacting the business of the United States or the District of Columbia unless authority for employment of such services or payment of such expenses is stated in specific terms in the Act making provision therefor and the rate of compensation for such services or expenses is specifically fixed therein, or be used for compensation of or expenses for persons, aiding or assisting such accountants or other experts, unless the rate of compensation of or expenses for such assistants is fixed by officers or employees of the United States or District of Columbia having authority to do so, and such rates of compensation or expenses so fixed shall be paid only to the person so employed."

Army Appropriation Act, approved April 27, 1914.

"Hereafter in the settlement of transactions between appropriations under the Engineer Department, or between the Engineer Department and another office or bureau of the War Department, or of any other executive department of the Government, payment therefor shall be made by the proper disbursing officer to the Corps of Engineers or of the office, bureau, or department concerned."

Naval Appropriation Act, approved June 30, 1914.

"* * * * and reimbursement to appropriations of the Department of agriculture of cost of inspection of meats and meat food products for the Navy Department: * * * * *"

Diplomatic and Consular Appropriation Act, approved June 30, 1914.

"For the payment of the quota of the United States for the support of the International Institute of Agriculture for the calendar year nineteen hundred and fifiteen, \$8,000."

"For salary of one member of the permanent committee of the International Institute of Agriculture for the calendar year nineteen hundred and fifteen, \$3,600."

"For the payment of the quota of the United States for the cost of translating into and printing in the English language the publications of the International Institute of Agriculture at Rome, \$5,000."

"For defraying the necessary expenses in fulfilling the obligations of the United States as a member of the International Seismological Association, including the annual contribution to the expenses of the association, \$800."

Legislative, Executive, and Judicial Appropriation Act, approved July 16, 1914.

"Provided, That employees of the executive departments and other establishments of the executive branch of the Government may be detailed from time to time to the office of the President of the United States for such temporary assistance as may be necessary."

"The operation of the Executive order of March twenty-eighth, nineteen hundred and twelve, for the annual submission to the Civil Service Commission of an outline of organization of the Government of the United States is suspended until otherwise provided by law."

"For investigations incident to the establishment of units and standards of refrigeration, and the determination of the physical constants of materials used in the refrigeration industries, such as ammonia, aqueous ammonia solutions, carbonic acid, brines, and so forth, and the determination of the thermal conductivities of materials, including personal services in the District of Columbia and in the field, \$15,000."

"For the testing of miscellaneous materials, including the supplies for the Government departments and independent establishments, including personal services in the District of Columbia and in the field, as authorized by law, \$20,000."

"The head of every executive department and other Government establishment shall transmit to Congress, on the first day of its next session, a statement showing, for the first three months of the fiscal year nineteen hundred and fifteen, the following relative to typewriting machines purchased during that period: The model, character, contract price, and make of each machine purchased; the relative cost of repairs and supplies for such makes of typewriters; the model, character, amount allowed, and make of each machine given in exchange; total number purchased and total number given in exchange; aggregate cost, aggregate allowance on exchanges, and aggregate net cost of all machines. And there shall be submitted to Congress, on the first day of the session following the close of the fiscal year nineteen hundred and fifteen, statements of all the foregoing facts for the entire period of that fiscal year."

"Sec. 5. No appropriation made in this or any other Act shall be available for the purchase of any motor-propelled or horse-drawn passenger-carrying vehicle for the service of any of the executive departments or other Government establishments, or

any branch of the Government service, unless specific authority is given therefor, and after the close of the fiscal year nineteen hundred and fifteen there shall not be expended out of any appropriation made by Congress any sum for the purchase, maintenance, repair, or operation of motor-propelled or horse-drawn passenger-carrying vehicles for any branch of the public service of the United States unless the same is specifically authorized by law, and in the estimates for the fiscal year nineteen hundred and sixteen and subsequent fiscal years there shall be submitted in detail estimates for such necessary appropriations as are intended to be used for purchase, maintenance, repair, or operation of all motor-propelled or horse-drawn passenger-carrying vehicles, specifying the sums required, the public purposes for which said vehicles are intended, and the officials or employees by whom the same are to be used."

District of Columbia Appropriation Act, approved July 21, 1914.

"For completing purchase, installation, and maintenance of water meters, to be placed on the water services of the Bureau of Engraving and Printing and Department of Agriculture Buildings, and for each and every purpose connected therewith, said meters to be purchased, installed, and maintained by and remain under the observation of the officer in charge of the Washington Aqueduct, \$4,300."

General Deficiency Appropriation Act, approved July 29, 1914.

"The salaries of employees of the Department of Agriculture transferred to the Department of Commerce for the purpose of testing miscellaneous materials, including the supplies for the Government departments and independent establishments, may be paid from July first, nineteen hundred and fourteen, from the appropriation of \$20,000 in the legislative, executive, and judicial appropriation Act for the fiscal year nineteen hundred and fifteen, made for testing miscellaneous materials under the Bureau of Standards."

"Sec. 2. That for the payment of the following claims, certified to be due by the several accounting officers of the Treasury Department under appropriations the balances of which have been exhausted or carried to the surplus fund under the provisions of section five of the Act of June twentieth, eighteen hundred and seventy-four, and under appropriations heretofore treated as permanent, being for the service of the fiscal year nineteen hundred and eleven and other years, unless otherwise stated, and which have been certified to Congress under section two of the Act of July seventh, eighteen hundred and eighty-four,

as fully set forth in House Document Numbered One thousand and forty-seven, reported to Congress at its present session, there is appropriated as follows:

* * * * *
For meat inspection, Bureau of Animal Industry, \$2.
For general expenses, Bureau of Plant Industry, \$13.16.
For purchase and distribution of valuable seeds, \$248.03.
For general expenses, Forest Service, \$42.13.
For National Forest Reservation Commission, \$47.50.
For general expenses, Bureau of Chemistry, \$12.56.
For drainage investigations, \$11.41.
For general expenses, Weather Bureau, \$12.69."

"Sec. 3. That for the payment of the following claims, certified to be due by the several accounting officers of the Treasury Department under appropriations the balances of which have been exhausted or carried to the surplus fund under the provisions of section five of the Act of June twentieth, eighteen hundred and seventy-four, and under appropriations heretofore treated as permanent, being for the service of the fiscal year nineteen hundred and twelve and other years, unless otherwise stated, and which have been certified to Congress under section two of the Act of July seventh, eighteen hundred and eighty-four, as fully set forth in Senate Document Numbered Five hundred and forty-eight, reported to Congress at its present session, there is appropriated as follows:

* * * * *
For general expenses, Bureau of Animal Industry, \$8.87.
For general expenses, Bureau of Plant Industry, \$2.51.
For general expenses, Forest Service, \$2.43.
For improvement of the national forests, \$6.92.
For general expenses, Bureau of Soils, \$2.67.
For general expenses, Weather Bureau, \$8.36."

Sundry Civil Appropriation Act, approved August 1, 1914.

"Furniture and repairs of furniture: * * * * *

"And all furniture now owned by the United States in other public buildings (than those under the control of the Treasury Department) and in buildings rented by the United States shall be used, so far as practicable, whether it corresponds with the present regulation plan for furniture or not."

"For the protection of lands involved in Oregon and California Railroad forfeiture suit: To enable the Secretary of the Interior, with the cooperation of the Secretary of Agriculture or otherwise, as in his judgment may be most advisable, to establish and maintain a patrol to prevent trespass and to guard against and check fires upon the lands involved in the case of the United States versus Oregon and California Railroad Company and others, suit numbered thirty-three hundred and forty, in the district court for the District of Oregon, now pending on appeal in the Circuit Court of Appeals for the Ninth Circuit, \$25,000."

" * * * * * Provided further, That no part of this appropriation shall be expended for the prosecution of producers of farm products and associations of farmers who cooperate and organize in an effort to and for the purpose to obtain and maintain a fair and reasonable price for their products."

"For the Department of Agriculture, including not to exceed \$47,000 for the Weather Bureau, and including the Annual Report of the Secretary of Agriculture, as required by the Act approved January twelfth, eighteen hundred and ninety-five, and in pursuance of the joint resolution numbered thirteen, approved March thirtieth, nineteen hundred and six, and also including not to exceed \$137,500 for farmers' bulletins, which shall be adapted to the interests of the people of the different sections of the country, an equal proportion of four-fifths of which shall be delivered to or sent out under the addressed franks furnished by Senators, Representatives, and Delegates in Congress, as they shall direct, \$500,000."

"That no more than an allotment of one-half of the sum hereby appropriated for the public printing and for the public binding shall be expended in the first two quarters of the fiscal year, and no more than one-fourth thereof may be expended in either of the last two quarters of the fiscal year, except that, in addition thereto, in either of said last quarters the unexpended balances of allotments for preceding quarters may be expended; and no department or Government establishment shall consume in any such period a greater percentage of its allotment than can be lawfully expended during the same period of the whole appropriation."

"Money appropriated under the foregoing allotments shall not be expended for printing or binding for any of the executive departments or other Government establishments except such as shall be certified in writing to the Public Printer by the respective heads or chiefs thereof to be necessary to conduct the ordinary and routine business required by law of such executive departments or Government establishments, and except such reports, monographs, bulletins, or other publications as are authorized by law or specifically provided for in appropriations herein; all other printing required or deemed necessary or desirable by heads of executive departments or other Government establishments or offices or bureaus thereof shall be done only as Congress shall from time to time authorize."

"No part of any money appropriated in this Act shall be paid to any person employed in the Government Printing Office while detailed for or performing service in any other executive branch of the public service of the United States unless such detail be authorized by law."

"No money appropriated by this or any other Act shall be used for maintaining more than one branch of the Government Printing Office in any one building occupied by any executive department or departments of the Government, nor shall any branch of the Government Printing Office be established hereafter unless specifically authorized by law."

"Sec. 9. Appropriations herein for printing and binding shall not be used for any annual report or the accompanying documents unless the head of each executive department, or other branch of the public service, or the Commissioners of the District of Columbia making such report shall furnish copy to the Public Printer in the following manner: Copies of the documents accompanying such annual reports on or before the fifteenth day of October of each year; copies of the annual reports on or before the fifteenth day of November of each year; and complete revised proofs of the accompanying documents and the annual reports on the tenth and twentieth days of November of each year, respectively. The provisions of this section shall not apply to the annual reports of the Smithsonian Institution."

"Sec. 10. That section six of the sundry civil appropriation Act, approved August twenty-fourth, nineteen hundred and twelve, is amended to read as follows:

"Sec. 6. That there shall be submitted hereafter, in the annual Book of Estimates following every estimate for a general or lump-sum appropriation, except public buildings or other public works constructed under contract, a statement showing in parallel columns:

"First, the number of persons, if any, intended to be employed and the rates of compensation to each, and the amounts contemplated to be expended for each of any other objects or classes of expenditures specified or contemplated in the estimate, including a statement of estimated unit cost of any construction work proposed to be done; and

"Second, the number of persons, if any, employed and the rate of compensation paid each, and the amounts expended for each other object or class of expenditure, and the actual unit cost of any construction work done, out of the appropriation corresponding to the estimate so submitted, during the completed fiscal year next preceding the period for which the estimate is submitted.

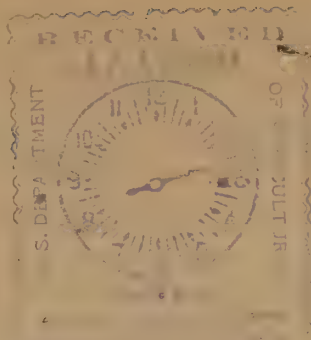
"Other notes shall not be submitted following any estimate embraced in the annual Book of Estimates other than such as shall suggest changes in form or order of arrangement of estimates and appropriations and reasons for such changes."

"Sec. 12. That it shall not be lawful hereafter to pay to any person, employed in the service of the United States under any general or lump sum appropriation, any sum additional to the regular compensation received for or attached to any employment held prior to an appointment or designation as acting for or instead of an occupant of any other office or employment. This provision shall not be construed as prohibiting regular and permanent appointments by promotion from lower to higher grades of employments."

"Sec. 13. That the heads of executive departments and other Government establishments are authorized to prescribe per diem rates of allowance not exceeding \$4 in lieu of subsistence to persons engaged in field work or traveling on official business outside of the District of Columbia and away from their designated posts of duty when not otherwise fixed by law. For the fiscal year nineteen hundred and sixteen and annually thereafter estimates of appropriations from which per diem allowances are to be paid shall specifically state the rates of such allowances."

Secretary.

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September 16, 1914.

MEMORANDUM NO. 103.

PREPARATION OF MATERIAL FOR OUTSIDE PUBLICATION.

Officers and employees of the Department are occasionally requested by publishers to prepare for publication books upon special subjects connected with the work of the Department. In some cases these are specifically intended as textbooks for use in regularly constituted courses in agriculture in universities, colleges, or secondary schools, and most of them have in view the possibility of such use.

While it is the policy of the Department to promptly disseminate through official channels the results of all important investigations made by the Department, it is obvious that it is not possible, through official channels of publications to make available to the public all of the accumulated information and experience of our investigators. It is believed that with proper safeguards Department specialists can in some instances render important service to agriculture through the preparation and publication of textbooks upon appropriate subjects under conditions

similar to those surrounding other scientific workers employed by and for the public, especially those connected with the State Agricultural Colleges and Experiment Stations.

It is clear that work of this character, if undertaken, should not be permitted to encroach upon the time, energy, and attention required by officers and employees for the effective prosecution of their Departmental duties, whether in research, extension, or other work, and that inasmuch as the question of outside compensation to the author is either directly or indirectly involved, such work should only be undertaken after it has been thoroughly considered from the administrative standpoints and approved by the Secretary.

In order that the requisite consideration may be had in cases where officers or employees have in mind the preparation of textbooks or similar publications, an advisory committee on this subject is hereby designated, consisting of the Assistant Secretary, the Chief of the Bureau of Plant Industry, the Director of the Office of Experiment Stations, and the Chairman of the Editorial Committee of the Journal of Agricultural Research. Proposals of this character should be submitted to the Assistant Secretary by the Chiefs of the respective Bureaus, with recommendations. In each case a definite outline of the contemplated publication should be furnished for consideration by the committee, which will examine and report thereon to the Secretary as a basis for his approval or disapproval.

The same procedure will govern the preparation of articles by officers or employees of the Department on subjects relating to the work of the Department which are intended for publication in outside journals or magazines, with this exception: manuscripts of the articles themselves must be submitted to the Assistant Secretary, ^{through the chiefs of bureaus} He will determine whether or not it is necessary to refer such manuscripts to the committee for consideration, and if such reference is not deemed necessary, will approve or disapprove their publication. This procedure will be followed whether compensation is expected or otherwise.

This procedure, however, need not be observed in the case of articles on strictly agricultural subjects of a purely local character prepared by the demonstration or other local agents of the Department for the information and guidance of farmers in their respective districts and published in county or other papers of restricted distribution. The approval of such articles by the District or State supervising officer will be sufficient. Such officer should be careful, however, that nothing is published of a controversial nature or not strictly pertaining to the work under his charge.

Books or articles prepared or proposed to be prepared by officers or employees of the Department on subjects not related to the work of the Department are not contemplated in the foregoing, and the same rules will govern the granting of permission to do such work as for doing other kinds of outside work.

A. J. Stinson,
Secretary.

Office of the Secretary

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September 16, 1914.—

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Memorandum No. 103.

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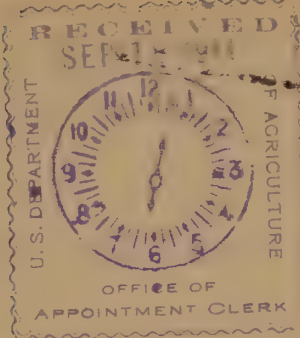
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Private Secretary.

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September 16, 1914.

MEMORANDUM NO. 104.

Relative to Outside Work.

Attention is called to the following paragraph of the
Administrative Regulations of the Department:

"No officer or employee engaged continuously on work of the department shall perform or be engaged upon any work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves."

Permission to officers or employees of the Department to engage in outside work will not be granted:

(1) If the outside work or any of it is to be performed during official hours.

(Note: The practice of taking annual leave intermittently by hours or days in order to do outside work should be discouraged, the main purpose of annual leave being thereby defeated).

(2) If the efficiency of the employee may be impaired by the performance of the outside duties, i. e., where the outside duties are of such an onerous or fatiguing nature as to in-

jure the health of the employee or prevent him from doing his best work during official hours.

(3)
~~Third.~~ If the work to be done in a private capacity may be construed by the public to be the official acts of the Department.

(4)
~~Fourth.~~ If the business connections to be established or the property interests to be acquired may result in a conflict between the private interests of the employee and his (or her) official duties, or tend to bias his (or her) judgment.

(5)
~~Fifth.~~ If the doing of such work may involve the use of information secured as the result of employment in the Department to the detriment of the public service.

(6)
~~Sixth.~~ If such employment may tend to bring criticism upon the Department or cause embarrassment.

The rules governing the preparation of text books and articles for journals or magazines are covered in Memorandum No. 103.

A. S. Lusk
Secretary.

September 16, 1914.

MEMORANDUM NO. 104.

Relative to Outside Work.

Attention is called to the following paragraph of the Administrative Regulations of the Department:

"No officer or employee engaged continuously on work of the department shall perform or be engaged upon any work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves."

Permission to officers or employees of the Department to engage in outside work will not be granted.

(1) If the outside work or any of it is to be performed during official hours.

(Note: The practice of taking annual leave intermittently by hours or days in order to do outside work should be discouraged, the main purpose of annual leave being thereby defeated).

(2) If the efficiency of the employee may be impaired by the performance of the outside duties, i. e., where the outside duties are of such an onerous or fatiguing nature as to in-

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jure the health of the employee or prevent him from doing his best work during official hours.

(3) If the work to be done in a private capacity may be construed by the public to be the official acts of the Department.

(4) If the business connections to be established or the property interests to be acquired may result in a conflict between the private interests of the employee and his (or her) official duties, or tend to bias his (or her) judgment.

(5) If the doing of such work may involve the use of information secured as the result of employment in the Department to the detriment of the public service.

(6) If such employment may tend to bring criticism upon the Department or cause embarrassment.

The rules governing the preparation of text books and articles for journals or magazines are covered in Memorandum No. 103.

D. A. Houston

Secretary.

from the family of the deceased or prevent him from doing his

work and making efficient use of his time.

(3) If the work to be done in a private capacity may

be done in the office of the official with the same

(4) If the business is conducted in the office of the

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(5) If the doing of such work may involve the use of

information received in the course of his official

duties, the business is conducted in the office of the

(6) If such employment may lead to being

employed in the service of the Government.

The official receiving the information of the Government

shall be deemed to be acting in the service of the Government.

John D. ...

Secretary

Department of Agriculture,
OFFICE OF CHIEF CLERK,
Washington, D. C.



September 29, 1914.

MEMORANDUM REGARDING OUTSIDE WORK:

Mr. Callander informed me today orally that the Secretary has decided to approve applications for permission to practice dentistry, medicine, and law, but applicants must not be engaged in scientific work for the Department. They must be in the clerical or subclerical grades.

On no account must annual leave be allowed by hours or otherwise for the purpose of practicing the professions of dentistry, medicine, or law.

The applicant must state the hours within which it is proposed to practice the profession. He must also state that no annual leave will be asked for in order to engage in this professional work.


Chief Clerk

Mr. Ormsby:

Please take note.

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

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Please return to
the Secretary's File Room

September 16, 1914.



MEMORANDUM NO. 105.

In re Property Records and Accounting.

The following general regulations in connection with property accounting are promulgated for the guidance of property officers in all branches of the Department:

1. All apparatus and equipment bearing factory or other trade numbers will be recorded by such numbers as well as by description.
2. Appropriate receipts will be executed and made a part of the property records in connection with temporary transfers of property from one bureau to another, and in connection with deliveries to dealers of apparatus, equipment, or other property requiring repairs.
3. Permanent transfers of property from one bureau to another will be made only through the central Supply Division of the Department, and the prescribed triplicate turn-in papers must be executed in each instance. These papers must contain an adequate description of the property transferred, and it is imperative that the copy for the Office of the Assistant Secretary be detached by the bureau executing same and forwarded direct to that office, and that the other two copies accompany the transferred property to the Supply Division.
4. Oral instructions in any way affecting the custody of Government property must be immediately confirmed by letter or other documentary evidence, which will be filed as a part of the property records.
5. All property, the destruction of which has been recommended by the Board of Survey, must be destroyed in the presence of a member of the Board, who will prepare and submit direct to the Office of the Assistant Secretary certified lists of all property destroyed.

A. S. Hester
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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★ OCT 18 1936 W
Please return to
the Secretary's File Room

September 26, 1914.

MEMORANDUM NO. 106.

Purchase of Standardized Cards, Filing Equipment,
or Other Office Equipment for Field Service.

Attention is invited to the following resolution, presented
by the General Supply Committee, which has been transmitted to this
Department by the Assistant Secretary of the Treasury:

"It is recommended that the Secretary of the Treasury request the heads of the several executive departments and independent Government establishments having field services, where work is conducted in conjunction with the Washington offices which requires the use of cards, filing equipment, or other office equipment which has been standardized, to use in the field service the sizes upon which the Government has standardized in the Washington offices, as this is the only means by which confusion and embarrassment will be avoided."

Chiefs of bureaus, divisions, and offices are requested to instruct their purchasing officers to conform to the resolution as far as practicable in making purchases of cards, filing equipment, or other office equipment which has been standardized.

A. F. Houston,
Secretary.

BUREAU OF PLANT INDUSTRY.

September 26, 1914.

MEMORANDUM NO. 106.

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or Other Office Equipment for Field Service.

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D. A. Kristin

Secretary.

1911

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Office of the Secretary

Attention is invited to the following resolution, presented by the General Supply Committee, which has been transmitted to this

is recommended that the Secretary of the Treasury
the heads of the several executive departments
the work is conducted in conjunction with the
region offices which report the use of same, filling
forms, or other office equipment which has been stand-
ardized, to use in the field service the sizes upon which
the standard has been established by the War Department
the standard has been established by the War Department

Office of bureaus, divisions, and offices are requested to

the standard has been established by the War Department
the standard has been established by the War Department
the standard has been established by the War Department

A. B. Williams

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

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OFFICE OF CHIEF CLERK.

Washington, D. C., September 25, 1914.

MEMORANDUM FOR THE PRIVATE SECRETARY

Dear Mr. Callander:

Referring to the attached correspondence with the Secretary of the Treasury, relative to a resolution of the General Supply Committee suggesting that departments having field services where work is carried on in conjunction with the offices in Washington, use in the field service the sizes of filing equipment and other office equipment standardized in Washington,--I inform you that this resolution was drawn up by me and was aimed at the War Department and the Department of the Interior. It is suggested that the letter from the Treasury Department be circularized among the chiefs of bureaus, divisions, and independent offices in this Department, with a view to conforming so far as possible with the request of the Secretary of the Treasury.

Very truly yours,


Representative of Department of Agriculture on General Supply Committee.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 15, 1914.

MEMORANDUM NO. 107.

REGARDING PROCEDURE IN HANDLING PERSONNEL MATTERS

In order that there may be uniformity in the handling of personnel matters involving disciplinary action, the following procedure shall be followed:

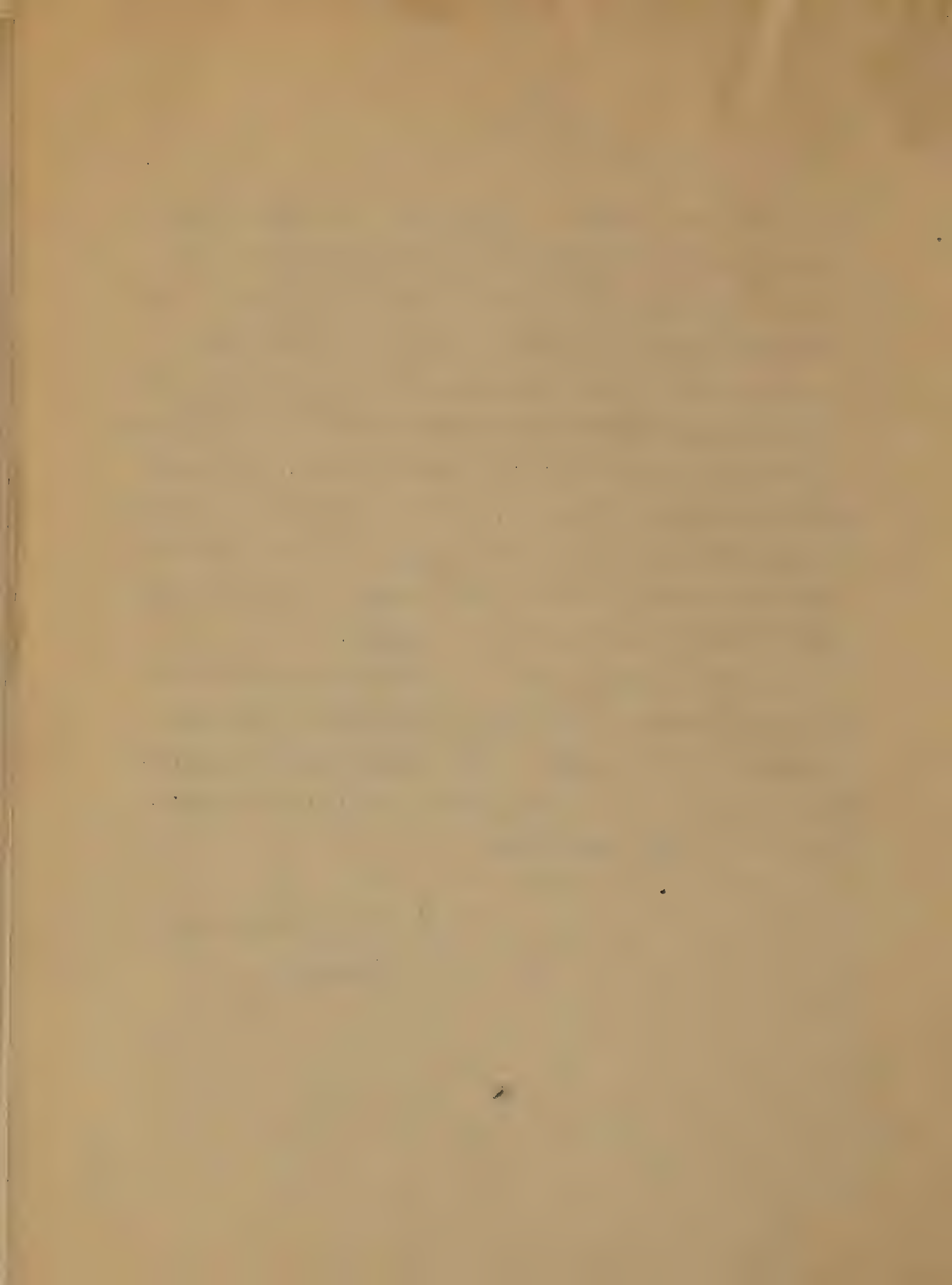
1. Official misconduct on the part of an officer or employee, which, in the opinion of the chief of the bureau concerned, merits no administrative action other than a bureau reprimand, shall be dealt with exclusively by the bureau involved. In such cases the reprimand shall be made a matter of record in the bureau for consideration in connection with efficiency ratings or subsequent discipline for further misconduct.

2. Official misconduct on the part of an officer or employee, which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, shall, after careful investigation by the bureau, be reported to the Secretary or Assistant Secretary, accompanied by all papers in the case and a recommendation as to appropriate action. If the bureau has not adequate facilities for properly investigating such cases, all papers pertaining thereto shall be transmitted to the Office of the Secretary or Assistant Secretary

with request that the matter be investigated. The report of such investigation shall be referred to the bureau for consideration and recommendation before action is taken thereon. If the facts in any case warrant the filing of charges, or other disciplinary action, the necessary papers shall be prepared at the direction of the Secretary or Assistant Secretary and transmitted to the officer or employee in question through the chief of the bureau concerned. When the answer to charges has been received, the entire record shall be reviewed and appropriate action taken by the Secretary or Assistant Secretary. When deemed necessary, the advice and recommendation of the Solicitor shall be sought before final decision is reached.

3. No recommendation that an employee be suspended without pay pending investigation shall be approved unless it appears that the retention of the employee in a duty status during the investigation will be detrimental to the maintenance of discipline or prejudicial to a complete investigation.

A. J. Houston,
Secretary.



such cases the matter will be made one of record in the Office of the Appointment Clerk of the Department.

3. Official misconduct of a more serious character than that covered by paragraph 2 will be dealt with as provided in that paragraph, except that after review by the Office of Inspection the case will be transmitted to the Solicitor, who will advise the Secretary as to the appropriateness of the suggested discipline or make such report thereon to the Secretary as ~~may be necessary~~. *some advisable*

4. Original investigations of personnel matters may be conducted by a bureau whenever deemed desirable, or, upon the request of a bureau chief, will be conducted by the Office of Inspection; but the Office of Inspection may investigate any case upon *order of the Secretary* ~~its own initiative~~, or reinvestigate any case falling under paragraph 2 or 3 when, in the *the Secretary* ~~opinion of that office~~, such action is necessary. In all cases where final action may result in the separation of an employee from the service, a complete reinvestigation will be made by the Office of Inspection before the matter is referred to the Solicitor.

5. No recommendation for the immediate furlough without pay of an employee pending investigation will be considered by the Secretary, unless it specifically appears that retention of the employee in a duty status during the investigation will be definitely detrimental to the maintenance of discipline or prejudicial to a complete and impartial investigation of the case.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU.
OFFICE OF THE CHIEF,
WASHINGTON, D. C.

September 30, 1914.

MEMORANDUM FOR MR. CALLANDER.

I have examined the memorandum of September 23, 1914, in regard to the handling of personnel matters, and have no further amendments to suggest. The situation seems to be satisfactorily covered.

Very respectfully,

C. F. Marvin

Chief of Bureau.



UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

August 31, 1914.

F
Supervision
Procedure in Disciplinary Action

The Secretary of Agriculture.

Dear Mr. Secretary:

You recently called my attention to the fact that the procedure in the Forest Service in the matter of dismissals has been somewhat different from that of other bureaus. In view of the fact that the Forest Service has at its different principal headquarters an Assistant to the Solicitor, I requested an opportunity to present a recommendation regarding a procedure in disciplinary matters, requiring action by the Secretary, which would meet the special conditions of the Forest Service. I would recommend the following procedure:

When after full investigation it appears necessary to recommend the removal of an employe in one of the Districts, the District Forester will summarize the case in a memorandum and formulate the charges on which he bases his recommendation for dismissal. He will then call upon the Assistant to the Solicitor to review the case to determine whether there are involved any legal questions which should be brought to the attention of the Secretary and whether the charges are properly drawn from a legal

The Secretary of Agriculture.

standpoint. If the Assistant to the Solicitor does not find that need exists for considering further any legal aspects of the case, it will receive his approval and go to the Forester, who after full review will present it directly to the Secretary with his recommendations. If, however, the Assistant to the Solicitor indicates by memorandum the presence of matters which in his judgment call for further legal consideration the Forester will forward the case, after he has reviewed it, for review and recommendations to the Secretary by the Solicitor also. On receipt of the case by the Secretary he will decide whether any occasion seems to exist for further investigation by his office independently of the Forest Service. If the Secretary approves the presentation of the charges looking to possible removal, they will be forwarded through the proper channels to the employe in order that he may have an opportunity to make a reply in writing in accordance with the requirements of the law.

The same procedure will be followed in cases affecting employes at Washington and Madison, except that the matter will come directly to the Forester instead of through the District Foresters and will be examined by the Assistant to the Solicitor in the Washington office of the Forester before it goes to the Secretary.

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The Secretary of Agriculture.

This procedure differs from that in effect in the Forest Service or any of the other Bureaus. It appears that under Memorandum No. 86 all disciplinary matters requiring action by the Secretary are referred first to the Office of Inspection for review and then referred automatically to the Solicitor's office. I refer to the following clauses of that memorandum:

"Supervise and review all inspection matters affecting personnel, reviewing all reports from bureaus requiring disciplinary action by the Secretary, and reinvestigating such cases as may seem justified, before transmission to the Solicitor.

"Investigate, through its own initiative or by reference from the Secretary or Assistant Secretary, with its own force or any part of any bureau force necessary, such personnel cases pertaining to the internal business of the Department as may seem advisable."

This procedure not only is causing a great deal of embarrassment through long delays, but it essentially places between the Bureau chief and the Secretary another agency, so that in a very real sense the disciplinary responsibility of the bureau chief is taken away and placed in other hands. I would not for a moment question the wisdom of having an Office of Inspection or the wisdom of making just as frequent and complete inspection of disciplinary or any other matters of the Forest Service as in the judgment of the Secretary may be called for. Such inspection I would always welcome. I am perfectly certain that there was nothing in Memorandum No. 86, or in the initiation of the

1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part, we shall consider the case of a homogeneous medium.

3. The third part is devoted to the case of an inhomogeneous medium.

4. In the fourth part, we shall consider the case of a medium with a periodic structure.

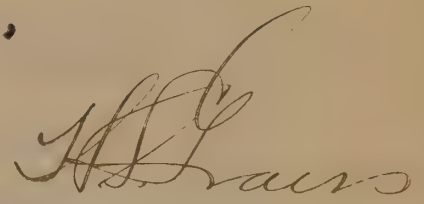
5. The fifth part is devoted to the case of a medium with a random structure.

The Secretary of Agriculture.

present procedure, which was due to a lack of confidence in the bureau chiefs. At the same time the inevitable tendency of the procedure will be to cause long delays, such as those which have already occurred in various matters, and also to weaken the organization.

I hope very much that you will consider my request favorably and adopt the procedure which I propose.

Very sincerely yours,


Forester.

September 18, 1914.

Mr. Alex. McC. Ashley,

Office of Inspection.

Sir:

In order that there may be uniformity in the handling of personnel matters involving disciplinary action, the following procedure will be followed:

1. Official misconduct on the part of an officer or employee ~~of the Department~~ which, in the opinion of the chief of the bureau concerned *no administrative action other than* involved, merits [^] a bureau reprimand ~~but no further administrative action,~~ will be dealt with exclusively by the bureau ^{involved.} concerned. In such cases ^{in the bureau} the reprimand will be made a matter of bureau record [^] for consideration in connection with efficiency ratings or subsequent discipline for further misconduct.

2. Official misconduct on the part of an officer or employee which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, will, after careful investigation by the bureau ~~(or by the Office of Inspection upon the request of the bureau),~~ be reported ^{See on card} by the bureau ~~chief,~~ with recommendation, to the Office of the Secretary, ^{See fact report to be accompanied by} where the case will be reviewed, and if necessary further ^{all papers and a recommendation go to} investigated, by the Office of Inspection. ^{appropriate action.} ^{all of the facts presented} warrant the ^{warrant the} filing of charges, or other ^{disciplinary action.} ^{the necessary papers} will be prepared in the office of the

Secretary or Assistant Secretary
and transmitted to the officer
or employee through the
Chief of the Bureau concerned.

When an answer to charge
preferred ^{has been required} ~~will be considered~~
~~in the Office of the Secretary~~
~~all papers in~~
it will be referred, together
with all papers, to the Office
of the Solicitor for consideration

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Upon the completion of its review of each case, the Office of Inspection will submit to the Secretary a summary of the evidence, with appropriate recommendation or other comment. The Secretary will then indicate the action he desires taken in the premises, and the Office of Inspection will take the necessary steps to carry this action into effect. If a furlough without pay be ordered, the file will be referred to the Appointment Clerk for action; if the filing of formal charges, having for their object the reduction in grade or salary or the removal of the employee, be indicated, the necessary papers will be prepared in the Office of Inspection. When formal charges have been preferred and

the answer of the employee under investigation has been received, the file will be referred to the Solicitor, who may direct the Office of Inspection to conduct such further investigation as he may deem necessary.

The Solicitor will then advise the Secretary as to the appropriateness of the proposed reduction or removal, and recommend such legal action, if any, as may appear necessary. Upon advice from the Secretary, the Office of Inspection will take the necessary action to carry his decision into effect.

3. Original investigations of personnel matters may be conducted by a bureau, whenever deemed desirable, or by the Office of Inspection, upon the request of a bureau chief; but the Office of Inspection may investigate any case upon the order of the Secretary or upon its own initiative, or reinvestigate any case falling under paragraph 2 when, in the opinion of the Secretary, such action is necessary.

It is reserved to the Secretary to investigate any case upon its own initiative, or reinvestigate any case submitted by the bureau, whenever such action is deemed desirable.

*No recommendation that an employee
be suspended without pay pending investigation
will be approved*

4. ~~Whenever~~ ^{unless} it specifically appears that the retention of an employee in a duty status during ^{the} ~~an~~ investigation of his conduct will be detrimental to the maintenance of discipline or prejudicial to a complete investigation, ~~a recommendation by the bureau chief that the employee be suspended without pay pending investigation may be approved by the Secretary.~~

Secretary.

September 18, 1914.

Mr. Alex. McC. Ashley,

Office of Inspection.

Sir:

In order that there may be uniformity in the handling of personnel matters involving disciplinary action, the following procedure will be followed:

1. Official misconduct on the part of an officer or employee of the Department which, in the opinion of the chief of the bureau involved, merits a bureau reprimand but no further administrative action, will be dealt with exclusively by the bureau concerned. In such case the reprimand will be made a matter of bureau record for consideration in connection with efficiency ratings or subsequent discipline for further misconduct.

2. Official misconduct on the part of an officer or employee which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, will, after careful investigation by the bureau (or by the Office of Inspection upon the request of the bureau), be reported by the bureau chief, with recommendation, to the Office of the Secretary, ~~where the case will be reviewed~~, and if necessary further investigated, by the Office of Inspection.

Upon the completion of its review of each case, the Office of Inspection will submit to the Secretary a summary of the evidence, with appropriate recommendation or other comment. The Secretary will then indicate the action he desires taken in the premises, and the Office of Inspection will take the necessary steps to carry this action into effect. If a furlough without pay be ordered, the file will be referred to the Appointment Clerk for action; if the filing of formal charges, having for their object the reduction in grade or salary or the removal of the employee, be indicated, the entire record will be submitted to the Solicitor for preparation of the necessary papers. In the event that formal charges are preferred and the answer of the employee raises a doubt as to the appropriateness of removal or reduction, the Office of Inspection will conduct such further investigation as the Solicitor may deem necessary. The Solicitor will then advise the Secretary as to the appropriateness of the proposed reduction or removal, and recommend such legal action, if any, as may appear necessary. Upon advice from the Secretary, the Office of Inspection will take the necessary action to carry his decision into effect.

3. Original investigations of personnel matters may be conducted by a bureau whenever deemed desirable, or by the Office of Inspection, upon the request of a bureau chief; but the Office of Inspection may investigate any case upon the order of the Secretary or upon its own initiative, or reinvestigate any case falling under paragraph 2 when, in the opinion of the Secretary, such action is necessary.

4. Whenever it specifically appears that the retention of an employee in a duty status during an investigation of his conduct will be detrimental to the maintenance of discipline or prejudicial to a complete investigation, a recommendation by the bureau chief that the employee be suspended without pay pending investigation may be approved by the Secretary.

Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU,
OFFICE OF THE CHIEF,
WASHINGTON, D. C.

September 15, 1914.

The Honorable,

The Secretary of Agriculture.

Dear Mr. Secretary:

Pursuant to your desire for an expression of opinion in regard to the proposed procedure in the case of disciplinary action, in so far as the personnel of the Weather Bureau is concerned, I beg leave to remark as follows:

Paragraph 1 appears to meet the minor cases in an entirely satisfactory manner.

Paragraphs 2, 3 and 5 are very intimately related and might possibly be consolidated into one paragraph. It would be difficult in many cases to differentiate between offences falling under paragraph 2 and the more serious ones supposed to belong to paragraph 3.

Finally, many of the cases likely to arise under paragraphs 2 or 3 will necessitate immediate suspension from duty of the employee involved, in order that discipline may be properly maintained and that the necessary investigation may be conducted in the most satisfactory manner. This is partly provided for in paragraph 5, but immediate action is needed in these cases before any real investigation can be made, so that whether or not the individual is suspended will be determined very largely upon the recommendation of the Chief

of Bureau, as the Secretary is not in a position to determine whether such suspension is justified other than by accepting the recommendation of the Chief of Bureau, supported by the information he is then able to present.

With these objects in mind I would submit a substitute for paragraphs², 3 and 5, as follows:

Official misconduct of a more serious character than that covered by paragraph 1, and which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, will be immediately brought to his attention and, upon the recommendation of the chief of bureau pending full investigation, ^{the Secretary} ~~he~~ may authorize or direct the suspension from duty of the officer or employee in question, if the maintenance of discipline or the complete and impartial investigation of the case renders such suspension desirable. The case will then be fully investigated by the chief of the bureau within which the offence occurs and be reported to the office of the Secretary, where the case will be reviewed by the Office of Inspection.

If the misconduct be deemed of a serious character after review by the Office of Inspection the case will be transmitted to the Solicitor who will advise the Secretary as to the appropriateness of the suggested discipline, or make such report thereon to the Secretary as may seem advisable.

Very respectfully,

C. J. Marvin
Chief of Bureau.

August 24, 1914.

Mr. Alex. McC. Ashley,

Office of Inspection.

Sir:

In order that there may be uniformity in the handling of personnel matters involving disciplinary action, the following procedure should be followed:

1. Official misconduct on the part of an officer or employee of a bureau which, in the opinion of the chief of the bureau, merits a bureau reprimand, but no further administrative action, will be dealt with exclusively by the bureau concerned and will be made a matter of official record in the bureau.

2. Official misconduct of a more serious character than than covered by paragraph 1, and which, in the opinion of the chief of the bureau concerned, merits a reprimand by the Secretary, or other penalty not more severe than a furlough without pay for not to exceed fifteen days, will be reported by the bureau chief, with recommendation, to the Office of the Secretary, where the case will be reviewed by the Office of Inspection. In all



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 28, 1914.

MEMORANDUM NO. 108.

Regarding Central Index of Photographs, Negatives, Cuts, Lantern Slides, Special Maps, Charts and Other Illustrative Material.

In order that the Department's photographs, negatives, cuts, lantern slides, special maps, charts, and other illustrative material may be made more available for cooperative use, it has been determined to establish a central index of this material which will be merged with the existing index in the Section of Illustrations of the Division of Publications. In the absence of such an index it frequently is difficult or impossible to locate cuts, photographs, negatives, and other illustrative material needed for immediate use. In other cases the location of originals or negatives, especially when these are in the possession of an individual or special office, is difficult and involves considerable waste of time.

Each bureau, division, and independent office is requested, therefore, to have prepared, on the lines indicated below, a card index of photographs, negatives, original drawings, charts, maps, and cuts, of subjects of general and permanent interest which are in its possession and which are the property of the Department. No record need be made of negatives showing partial results of experiments, progressive steps in series of observations, highly specialized scientific data, or purely

historic material. The purpose is to make accessible for Department use illustrative material of current educational value, and to prevent, as far as possible, duplication of photographic work and drawing.

The index should be prepared in typewriting on a white card, sample of which is appended. The Division of Publications will multi-graph these cards on application from the several bureaus, divisions, and offices.

The system of cataloguing should be as follows: The title should be a popular description, where possible, of the major subject. This should be followed by the scientific title, if any. The subtitle should give the special application of the subject; as,-

:	:	:	:	:	:
:	Title	Corn, seed selection of,	:	:	:
:	Subtitle	Selecting ears in the field,	:	:	:
:	Description	Scene on farm near Lincoln, Neb.	:	:	:
:	:	:	:	:	:
:	Drawing	:Negative x :Print	:Cut	:Chart	:
:	Where filed	B. P. I., Room 2006	:	:	:
:	Filing title or No.	Corn 26	:	:	:
:	Publication	Selecting of Seed Corn No. 999	:	:	:
:	Page	5	Cut No.	7	:
:	:	:	:	:	:

Where the subject has a scientific as well as a popular designation, this should be given after the popular title and a second card

with the scientific name as the title, referring to the popular-name card, should be made out. If a photograph covers more than one subject, each subject should be indicated on a separate card. Where material is part of a series or collection covered fully by a general title, the individual negatives need not be separately indexed.

Each bureau, division, and independent office is further requested to keep this index of illustrative material up to date by furnishing to the Section of Illustrations similar cards for all material of the character outlined above which may be developed in the future.

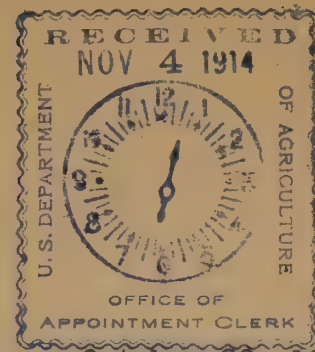
J. H. Brown

Secretary.

DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington, D. C.



October 28, 1914.

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Please return to
the Secretary's File Room

Memorandum No. 108

MEMORANDUM TO CHIEFS OF BUREAUS AND INDEPENDENT OFFICES.

*Regarding central index of photographs, negatives,
cuts, lantern slides, special maps, charts
and other illustrative material.*

In order that the Department's photographs, negatives, cuts, lantern slides, special maps, charts, and other illustrative material may be made more available for cooperative use, it has been determined to establish a central index of this material which will be merged with the existing index in the Section of Illustrations of the Division of Publications. In the absence of such an index it frequently is difficult or impossible to locate cuts, photographs, negatives, and other illustrative material needed for immediate use. In other cases the location of originals or negatives, especially when these are in the possession of an individual or special office, is difficult and involves considerable waste of time.

Chief of Each Bureau, Division, and independent office.
You are requested, therefore, to have prepared, on the lines indicated below, a card index of photographs, negatives, original drawings, charts, maps, and cuts, of subjects of general and permanent interest which are in ^{its} ~~the~~ possession of your Bureau or Office and which are the property of the Department. No record need be made of negatives showing partial results of experiments, progressive steps in series of observations, highly specialized scientific data, or purely historic material. The purpose is to make accessible for Department use illustrative material of current educational value, and to prevent, as far as possible, duplication of photographic work and drawing.

The index should be prepared in typewriting on a white card, sample of which is appended. The Division of Publications will multigraph these

cards on application from the several bureaus, *divisions, and offices*

The system of cataloguing should be as follows: The title should be a popular description, where possible, of the major subject. This should be followed by the scientific title, if any. The subtitle should give the special application of the subject; as,-

Title	Corn, seed selection of,			
Subtitle	Selecting ears in the field,			
Description	Scene on farm near Lincoln, Neb.			
Drawing	Negative x	Print	Cut	Chart
Where filed	B. P. I., Room 2006			
Filing title or No.	Corn 26			
Publication	Selecting of Seed Corn No. 999			
Page	5	Cut No.	7	

Where the subject has a scientific as well as a popular designation, this should be given after the popular title and a second card with the scientific name as the title, referring to the popular-name card, should be made out. ←

Where a photograph covers more than one subject, each subject should be indicated on a separate card. ←

Where material is part of a series or collection covered fully by a general title, the individual negatives need not be separately indexed.

Each bureau, division, and independent office is

~~You are~~ further requested to keep this index of illustrative material up to date by furnishing to the Section of Illustrations similar cards for all material of the character outlined above which may be developed in the future.

A. S. Stanton,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

OFFICE OF INFORMATION

October 30, 1914.

MEMORANDUM FOR THE SECRETARY:

Sir:

The absence of a complete central index of photographs, negatives, cuts, lantern slides, special maps, charts, and other illustrative material owned by the various bureaus and offices of the Department frequently makes it difficult to locate material needed for publication or to supply special outside demands. For the same reason it is not easy to determine what photographic material the Department possesses on any given subject, and this frequently leads to rephotographing subjects, negatives of which are in the possession of some individual office. Under the present system it sometimes takes two or three days to locate a photograph or drawing and still longer to locate negatives and secure prints. The Section of Illustrations has a complete index of all illustrative material which has passed through its laboratories, but has no complete index of the vast photographic material in the possession of the various bureaus, offices and individual employees. A central index would prevent duplication, make this photographic material readily accessible, and save time and delay in locating special subjects.

To make such an index it would be necessary for each bureau to supply on uniform cards a catalogue of the illustrative material in its possession. These cards should give the sub-

ject of the photograph, negative, cut, lantern slide, chart, or drawing, a statement as to where it has been published and information as to where the material is obtainable. The person in charge of the index could then use cross-reference cards for published photographs so that the originals or cuts could be obtained by publication and cut number. Such an index would especially be useful in securing photographs or stereotype cuts for newspapers, magazines, technical journals, and individuals who might apply for specific illustrations or for photographs on a given subject.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "J. W. Linton".

Chief.

GWW/HH.

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★ OCT 16 1936
Please return to
the Secretary's File Room

November 25, 1914.

MEMORANDUM NO. 109

Efficiency Register, Office of the Solicitor.

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Memorandum No. 29 of June 18, 1913, as amended by Memorandum 52 of November 5, 1913, is hereby further amended so as to provide that, beginning with December, 1914, a separate efficiency register shall be established and maintained for the clerical and subclerical employees of the Office of the Solicitor.

Mr. W. P. Jones is relieved of duty on the Committee on Efficiency in the Office of the Secretary, which committee will hereafter consist of the following:

R. M. Reese, Chairman.
W. F. Callander.
Alex. McC. Ashley.

The Committee on Efficiency in the Office of the Solicitor shall consist of the following:

W. P. Jones, Chairman,
R. W. Williams
E. B. Quigley

The provisions of Memoranda 29 and 52 are not hereby otherwise amended.

A. J. Stanton,
Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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November 28, 1914.

MEMORANDUM NO. 110.

Efficiency Committee, Bureau of Soils.

Memorandum No. 29 of June 18, 1913, as amended by Memorandum No. 52 of November 5, 1913, and Memorandum No. 109 of November 25, 1914, is hereby further amended so as to provide that, beginning with December 1, 1914, the Efficiency Committee of the Bureau of Soils shall consist of the following members:

A. G. Rice, Chairman.
Chas. A. Wolfe.
C. F. Marbut.

The provisions of Memoranda 29, 52 and 109 are not hereby otherwise amended.

A. L. Stetson
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

IMK

November 25, 1914.

The Honorable,

The Secretary of Agriculture.

S i r :

Pursuant to suggestions received through Mr. Callander, I desire to amend my recommendation of October twenty-nine, by suggesting that Prof. C. F. Marbut, in charge of Soil Survey, may be retained as a member of the Committee, in lieu of Mr. Charles H. Seaton, as recently proposed. This will comply with your wishes in so far as having a member of the scientific force of the Bureau on the Committee. The Committee will then consist of Mr. A. G. Rice, Chief Clerk of the Bureau, Mr. Charles A. Wolfe, in charge of Accounts Division, and Prof. C. F. Marbut, in charge of Soil Survey.

Respectfully,



Chief of Bureau.

J. J. S.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

e

October 29, 1914.

The Honorable,

The Secretary of Agriculture.

S i r :

I have the honor to recommend certain changes in the personnel of the clerical Committee on Efficiency of this bureau as appointed by you in Memorandum No. 52, dated November 5, 1913.

As at present constituted, this committee is composed of:

Prof. C. F. Marbut, In Charge of Soil Survey,
Chairman.

Dr. F. K. Cameron, In Charge of Physical and
Chemical Investigations.

Mr. A. G. Rice, Chief Clerk of Bureau. >

Professor Marbut and Doctor Cameron being both scientific men are very busily engaged in work along the lines of their scientific investigations and, for this reason, have neither the time nor the necessary intimate knowledge of the clerical work of the bureau sufficient to enable them to properly perform the duties of members of this committee. It is therefore believed that better results will be accomplished by having this committee composed of men who are actively engaged in the clerical work of the Bureau and who are, therefore, more intimately acquainted with the work and personnel of the clerical force, and to this end, I respectfully recommend that the personnel of this committee be changed to the following:

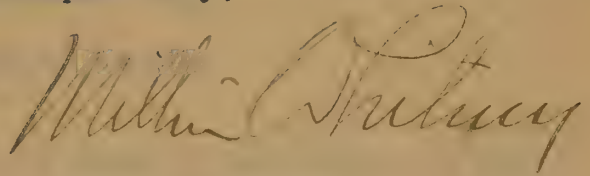
Mr. A. G. Rice, Chief Clerk of Bureau,
Chairman,

Mr. Chas. A. Wolfe, In Charge, Accounts Division, ✓

Mr. Chas. H. Seaton, In Charge, Editorial Section. ✓

Professor Marbut sees the wisdom of this recommendation, realizing that they cannot give the intelligent attention to the consideration of these matters that could be given by the men suggested, and has requested that he be relieved of the duties as a member of this committee. Dr. Cameron is at present out of the city, but it is believed, from previous conversations with him on the subject that his views coincide with those of Professor Marbut.

Very respectfully,

A handwritten signature in dark ink, appearing to read "William C. Sullivan". The signature is written in a cursive style with a large, prominent initial "W".

Chief of Bureau.

1. The first part of the paper discusses the importance of the study of the history of the United States. It is a subject of great interest and importance to all Americans. The study of our history helps us to understand our present and to plan for our future. It is a subject which should be taught in all our schools.

2. The second part of the paper discusses the importance of the study of the history of the world. It is a subject of great interest and importance to all Americans. The study of world history helps us to understand our place in the world and to plan for our future. It is a subject which should be taught in all our schools.

3. The third part of the paper discusses the importance of the study of the history of the United States. It is a subject of great interest and importance to all Americans. The study of our history helps us to understand our present and to plan for our future. It is a subject which should be taught in all our schools.

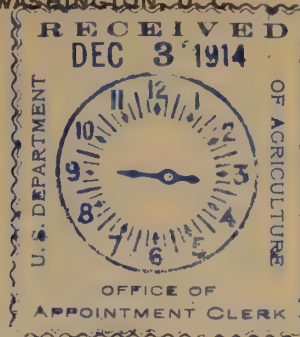
4. The fourth part of the paper discusses the importance of the study of the history of the United States. It is a subject of great interest and importance to all Americans. The study of our history helps us to understand our present and to plan for our future. It is a subject which should be taught in all our schools.

5. The fifth part of the paper discusses the importance of the study of the history of the United States. It is a subject of great interest and importance to all Americans. The study of our history helps us to understand our present and to plan for our future. It is a subject which should be taught in all our schools.

6. The sixth part of the paper discusses the importance of the study of the history of the United States. It is a subject of great interest and importance to all Americans. The study of our history helps us to understand our present and to plan for our future. It is a subject which should be taught in all our schools.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON, D. C.



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December 2, 1914.

MEMORANDUM NO. 111.

Federal Horticultural Board.

Dr. Karl F. Kellerman, Assistant Chief of the Bureau of Plant Industry, is hereby appointed a member of the Federal Horticultural Board to fill the vacancy caused by the resignation of Mr. A. V. Stubenrauch from the service of the Department.

The Board, as now constituted, is as follows:

C. L. Marlatt, Chairman,
W. A. Orton, Vice Chairman,
George Sudworth,
W. D. Hunter,
Karl F. Kellerman.

A. J. Austin

Secretary.

- C O P Y -

November 4, 1914.

Hon. D. F. Houston,
Secretary of Agriculture.

Sir:

To fill the existing vacancy in the representation of the Bureau of Plant Industry on the Federal Horticultural Board resulting from the resignation of Mr. A. V. Stubenrauch from the Department, I respectfully recommend Dr. K. F. Kellerman, Assistant Chief of this Bureau. Dr. Kellerman's contacts with the various activities of the Bureau bearing upon the work of the Board will, I believe, make it possible for him to render especially useful service upon the board.

Very respectfully,

Wm. A. Taylor

Chief of Bureau.

Approved:

D. F. Houston
Secretary.



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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December 4, 1914.

MEMORANDUM NO. 112.

Clerical Efficiency Committee, Weather Bureau.

The following employees of the Weather Bureau are hereby appointed additional members of the Clerical Efficiency Committee of that Bureau:

C. C. Clark,
H. E. Williams.

Memorandum No. 29 of June 18, 1913 (as amended by Memorandum No. 52 of November 5, 1913, Memorandum No. 73 of February 12, 1914, Memorandum No. 84 of April 15, 1914, Memorandum No. 109 of November 25, 1914, and Memorandum No. 110 of November 28, 1914) and paragraphs 18 to 24, inclusive, of the Administrative Regulations, are amended accordingly.

The Committee, as now constituted, is as follows:

E. H. Bowie, Chairman,
D. T. Maring,
Preston C. Day,
C. C. Clark,
H. E. Williams.

A. L. S. Smith

Secretary.



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Please call on
the Secretary's

December 5, 1914.

MEMORANDUM NO. 113.

Leave of Temporary Employees Outside of Washington.

Paragraph 55 of the Administrative Regulations, effective July 1, 1914, is hereby amended by the addition of the following sentence:

No leave of absence will be allowed temporary employees outside of the City of Washington for the first two months of service; but thereafter leave of absence may be granted to such employees at the rate of one and one-fourth ($1\frac{1}{4}$) days per month, computed from the beginning of the third month.

D. J. H. Smith

Secretary.



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DEPARTMENT OF AGRICULTURE
WASHINGTON

December 7, 1914.

MEMORANDUM. *No. 114.*

In re Contractors Defaulting Under the 1915 Schedules
of the General Supply Committee.

The attention of all administrative heads, purchasing officers, and financial clerks is invited to the attached copies of

1. Circular letter of November 13, 1914, addressed by the Assistant Secretary of the Treasury to all purchasing officers connected with the executive departments and independent establishments in the city of Washington, relative to the contract of Gustave C. Gennert for furnishing Government supplies for the fiscal year 1915;

2. General Supply Committee Circular No. 18, dated November 24, 1914, announcing that the Secretary of the Treasury has declared The Emil Greiner Co. and The O'Neill-Adams Co. defaulting contractors and Miller, Clagett & Co. a defaulting bidder, and prescribing procedure in the premises; and

3. Decision of the Comptroller of the Treasury, addressed to the disbursing clerk of the Government Hospital for the Insane under date of November 30, 1914, directing action in connection with an unpaid account of Miller, Clagett & Company.

In view of the information contained in the above-mentioned documents, it is hereby ordered -

1. That all accounts for supplies furnished this Department under the 1915 schedules of the General Supply Committee by Gustave C. Gennert, The Emil Greiner Co., The O'Neill-Adams Co., or Miller, Clagett & Co., when received, be transmitted, through the disbursing clerk, to the Treasury Department for direct settlement;

2. That all items awarded by the 1915 schedules of the General Supply Committee to The Emil Greiner Co., The O'Neill-Adams Co., and Miller, Clagett & Co., or other defaulting contractors, be purchased, when needed, in the open market by competitive bid. The same procedure will apply to the eight items specifically enumerated in the Treasury Department Circular of November 13, 1914, in connection with the accepted bid of Gustave C. Gennert;

3. That complete record, including evidence of competition, be kept of all purchases, made in the open market during the entire fiscal year 1915, of supplies originally awarded to any contractors and bidders subsequently declared in default, and that all such records be promptly forwarded to the disbursing clerk of the Department at the close of the fiscal year 1915;

4. That any failure, during the current fiscal year, on the part of any contractor, to furnish supplies in accordance with the terms of the 1915 schedules of the General Supply Committee, be immediately reported to the disbursing clerk of the Department, for appropriate action.

D. J. Houston,

Secretary.

E-k

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

December 8, 1914.

Hon. D. F. Houston,

Secretary of Agriculture.

Dear Mr. Secretary:

On behalf of the Committee on Finance and Business Methods I submit herewith, for your consideration and approval, a form of memorandum dated December 7, 1914, "In re contractors defaulting under the 1915 schedules of the General Supply Committee," which the Committee believes necessary to make effective the procedure indicated by the circular of the Assistant Secretary of the Treasury dated November 13, 1914, Circular No. 18 of the General Supply Committee dated November 24, 1914, and a decision of the Comptroller of the Treasury dated November 30, 1914. The memorandum prepared by the Committee has been examined by the Solicitor and returned without amendment or criticism.

Very respectfully,

Leon M. Estabrook

Chairman,
Advisory Committee on Finance
and Business Methods.

OFFICE OF THE GENERAL SUPPLY COMMITTEE
U. S. EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS
WASHINGTON

November 24, 1914.

Circular No. 18.

Errata No. 4, General Schedule of Supplies, 1915.

The O'Neill-Adams Co., Sixth Avenue, Twentieth to Twenty-second Streets, New York City, was declared a defaulting contractor by the Secretary of the Treasury on November 14, 1914.

The Emil Greiner Co., Fulton and Cliff Streets, New York City, was declared a defaulting contractor by the Secretary of the Treasury on November 13, 1914.

Miller, Cloggett & Co., 617 C Street NW., Washington, D. C., was declared a defaulting bidder by the Secretary of the Treasury on November 23, 1914.

All items in the General Schedule of Supplies awarded to any of the above-named bidders, which are required by the various Executive Departments and Independent Government Establishments in Washington during the current fiscal year, should be purchased in the open market by competitive bid.

The procedure as outlined by the Solicitor of the Treasury should be followed, viz:

"Each department and independent establishment shall, on or before August 15th of each year, report to the General Supply Committee the name of any contractor defaulting in his contract during the preceding fiscal year, the articles and quantities which it was necessary for the Department or establishment to purchase from other parties on account of such default during the term of the contract, and the excess prices paid therefor.

"The General Supply Committee shall tabulate such reports and forward to the Secretary of the Treasury, on or before October 15th following, a statement containing the name of each defaulting contractor and the total quantity of, and excess amount paid for, each article purchased by all the Departments and independent establishments from other parties on account of his default, and the total indebtedness of such contractor to the Government.

"The Secretary of the Treasury upon receipt of such statement should make demand upon the failing contractor and his sureties for the payment of such indebtedness, and if no attention should be paid to such demand and it is desired that suit be brought for the recovery of the amount due, the papers in connection with the matter, including the bond or certified copy thereof should be forwarded by the Secretary to the Solicitor of the Treasury for proper legal proceedings."

Respectfully,

(Signed)

O. H. Briggs,

Superintendent of Supplies.

T R E A S U R Y D E P A R T M E N T

WASHINGTON

Office of
Assistant Secretary

November 13, 1914.

Circular letter to all purchasing officers connected with the
executive departments and independent estab-
lishments in the City of
Washington.

Sir:

The items enumerated in the following excerpt from the contract of Gustave C. Gennert for furnishing Government supplies for the fiscal year 1915 have been conditionally omitted from his contract:

It is understood and agreed by and between the parties hereto that the omission of the following items, which were included in the accepted proposal, to wit:

Item No.	Article	Price	Unit
12000	Acetone sulphate, in 1-pound containers; on sample.....	\$1.31	pound
12003	Albumen, impalpable powder; on specifications.....	1.50	pound
12022	Developers, photographic:		
	(a) Amidol, in bottles (diamidol-phenol hydrochloride); on specifications-		
	(1) In 1-ounce bottles, minimum order 1 pound; Hauff's Diamidophenol.....	.25	ounce
	(f) Hydroquinone, c.p.; Gennert's pure white; on specifications-		
	(1) In 1-pound containers.....	.55	pound
	(2) In 10-pound containers.....	.53	pound
	(3) In 25-pound containers.....	.525	pound
12025	Dyes, for photographic purposes;		
	(b) For staining motion pictures; on specifications-		
	(1) Ounce containers.....	.50	ounce
	(2) Pound containers.....	3.00	pound

Item No.	Article	Price	Unit
12041	Glass, photographic; on samples:		
	(d) Ruby, flashed, all sizes-		
	(1) Double thick.....	\$0.60	sq.ft.
	(2) Single thick.....	.40	sq.ft.
	(e) Yellow, pot colored, all sizes-		
	(1) Double thick.....	.60	sq.ft.
	(2) Single thick.....	.40	sq.ft.
12043	Iron and ammonium citrate, green scales, commercial; on specifications-		
	(a) In small containers.....	.05	ounce
	(b) In large containers.....	.59	pound
12053	Paper, printing-out;		
	(3) Sunrae; net prices, as per the following list-		
	Size	Sunrae	
		Dozen	Gross
(a)	3½ by 5½.....	\$0.17	\$1.33
(b)	4 by 5.....	.17	1.33
(c)	4 by 6.....	.17	1.33
(d)	5 by 7.....	.23	2.34
(e)	5 by 8.....	.27	2.67
(f)	6½ by 8½.....	.40	4.00
(g)	7 by 9.....	.47	4.67
(h)	8 by 10.....	.54	6.00
(i)	10 by 12.....	.80	9.00
(j)	11 by 14.....	1.07	11.67
(k)	14 by 17.....	1.60	18.00
(l)	16 by 20.....	2.40	24.00
(m)	18 by 22.....	2.67	30.67
(n)	20 by 24.....	3.20	36.67
(p)	Rolls, 24½ inches wide-		
	(1) 10 feet.....	\$1.50	roll
	(2) 10 yards.....	4.00	roll
12068	Trays, photographic; on samples:		
	(b) Porcelain-		
	(1) 5½ by 7½.....	.40	each
	(2) 5½ by 8½.....	.50	each
	(3) 7 by 9.....	.60	each
	(4) 8½ by 10½.....	.70	each
	(5) 10½ by 12½.....	1.10	each
	(6) 12½ by 16.....	2.80	each
	(7) 15 by 18.....	4.50	each
	(8) 17½ by 21½.....	6.00	each
	(9) 21 by 25.....	8.00	each

Item No.	Article	Price	Unit
12068	Trays, photographic; on samples: (cont'd.)		
	(c) Enameled-		
	(1) 5½ by 7½	\$0.25	each
	(2) 5½ by 8½	.33	each
	(3) 7 by 9	.44	each
	(4) 8½ by 10½	.60	each
	(5) 10½ by 12½	.81	each
	(6) 12½ by 16	1.35	each
	(7) 15 by 18	2.25	each

shall not in any manner relieve the contractor from liability to furnish such articles at prices stated in his proposal, if there be such liability, nor shall the insertion of this clause herein be construed as a recognition of such liability by the contractor, nor shall the execution hereof constitute such a liability.

A record should be kept of all purchases of supplies originally awarded to Gustave C. Gennert, made in the open market during the entire fiscal year beginning July 1, 1914, whether of the articles listed herein or of others which Gennert has heretofore declined to deliver, or which he may hereafter refuse to deliver at the prices upon which awards to him were made; and any amounts paid for such articles in excess of award prices should be charged to Gustave C. Gennert.

Previously to making open market purchases of such articles, however, orders for same at contract prices should, in every instance, be drawn on Gennert, thus affording him an opportunity to either fill the order, or decline to do so within his time of delivery, advising him that, if the quantities ordered are not delivered within the time stated in the Schedule, they will be purchased in the open market and any excess cost charged to the contractor and his bondsmen.

The following procedure, as outlined by the Solicitor of the Treasury for use in such cases, should be adopted:

Each department and independent establishment shall, on or before August 15th of each year, report to the General Supply Committee the name of any contractor defaulting in his contract during the preceding fiscal year, the articles and quantities which it was necessary for the Department or establishment to purchase from other parties on account of such default during the term of the contract, and the excess prices paid therefor.

The General Supply Committee shall tabulate such reports and forward to the Secretary of the Treasury, on or before October 15th following, a statement containing the name of each defaulting contractor and the total quantity of, and excess amount paid for, each article purchased by all the Departments and independent establishments from other parties on account of his default, and the total indebtedness of such contractor to the Government.

The Secretary of the Treasury upon receipt of such statement should make demand upon the failing contractor and his sureties for the payment of such indebtedness, and if no attention should be paid to such demand and it is desired that suit be brought for the recovery of the amount due, the papers in connection with the matter, including the bond or certified copy thereof should be forwarded by the Secretary to the Solicitor of the Treasury for proper legal proceedings.

By direction of the Secretary:

Respectfully,

(Signed) Byron R. Newton,

Assistant Secretary
of the Treasury.

OFFICE OF THE GENERAL SUPPLY COMMITTEE

U. S. EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS.

WASHINGTON

November 24, 1914.

Circular No. 18.

Errata No. 4, General Schedule of Supplies, 1915.

The O'Neill-Adams Co., Sixth Avenue, Twentieth to Twenty-second Streets, New York City, was declared a defaulting contractor by the Secretary of the Treasury on November 14, 1914.

The Emil Greiner Co., Fulton and Cliff Streets, New York City, was declared a defaulting contractor by the Secretary of the Treasury on November 13, 1914.

Miller, Clagett & Co., 617 C Street, N.W., Washington, D. C., was declared a defaulting bidder by the Secretary of the Treasury on November 23, 1914.

All items in the General Schedule of Supplies awarded to any of the above-named bidders, which are required by the various Executive Departments and Independent Government Establishments in Washington during the current fiscal year, should be purchased in the open market by competitive bid.

The procedure as outlined by the Solicitor of the Treasury should be followed, viz:

"Each department and independent establishment shall, on or before August 15th of each year, report to the General Supply Committee the name of any contractor defaulting in his contract during the preceding fiscal year, the articles and quantities which it was necessary for the Department or establishment to purchase from other parties on account of such default during the term of the contract, and the excess prices paid therefor.

"The General Supply Committee shall tabulate such reports and forward to the Secretary of the Treasury, on or before October 15th following, a statement containing the name of each defaulting contractor and the total quantity of, and excess amount paid for, each article purchased by all the Departments and independent establishments from other parties on account of his default, and the total indebtedness of such contractor to the Government.

"The Secretary of the Treasury upon receipt of such statement should make demand upon the failing contractor and his sureties for the payment of such indebtedness, and if no attention should be paid to such demand and it is desired that suit be brought for the recovery of the amount due, the papers in connection with the matter, including the bond or certified copy thereof should be forwarded by the Secretary to the Solicitor of the Treasury for proper legal proceedings."

Respectfully,

(Signed) O. H. Briggs,

Superintendent of Supplies.

TREASURY DEPARTMENT
EWM-D,

November 30, 1914.

Office of
Comptroller of the Treasury
In Replying Quote Initials
GRS

Mr. M. Sanger,
Disbursing Clerk,
Government Hospital for the Insane.

Sir:

I have your letter of November 25, 1914, requesting my decision whether a voucher therewith submitted, in favor of Miller, Clagett, & Company, for \$1991.89, covering the cost of certain supplies furnished the Government Hospital for the Insane during October, 1914, may properly be paid by you. Your doubt as to the propriety of making such payment is occasioned by the following circumstances:

Prior to July 1, 1914, Miller, Clagett & Company, in response to advertisement by the Secretary of the Treasury, act of June 17, 1910 (36 Stat., 531), submitted proposals for furnishing to the several government establishments and departments in Washington, as required during the fiscal year ending June 30, 1915, many classes and kinds of groceries, and on or about July 1, 1914, the Secretary of the Treasury accepted

their proposal as to many of the items bid to be furnished. Thereafter, printed schedules, showing them to be the authorized contractors for a large number of items of groceries such as beans, granulated sugar, etc., were prepared and sent to the several departments and to the successful bidders in due course, and during July, August, September and October, 1914, Miller, Clagett & Company were called upon to fill, and did fill without objection or complaint, many orders for supplies of the kinds they had proposed to furnish as and when required. Sometime after July 1, 1914, just when does not appear, formal contract embodying the agreement otherwise evidenced by the acceptance of their proposal, with bond intended to secure its proper performance, was sent them for execution, but this contract and bond, for reasons that do not appear, they have failed or refused to execute.

During October, 1914, the Government Hospital for the Insane ordered of them and they delivered supplies which at the rates named by them in their accepted proposal were worth \$1991.89, the face of the voucher now submitted. Owing to war and other conditions not foreseen apparently by the bidders when submitting their proposal, prices of groceries began rapidly to advance in October and November, 1914, so that Miller, Clagett & Company were unable, except at a loss, to fill the

orders given them, and since the latter part of October, they have absolutely declined to fill most of such orders. Owing to their failure in this regard the Government Hospital for the Insane has been obliged to go into the open market and purchase, at rates in excess of those given in the Miller, Clagett & Company's proposal, many items of supplies that said firm had proposed to furnish.

November 24, 1914, Miller, Clagett & Company, because of the delinquencies noted, were declared in default by the Secretary of the Treasury and all departments, etc., were instructed by him when in actual need of any of the supplies covered by said firm's proposal to purchase the same "in the open market by competitive bid," to keep an account of all purchases so made and of the excess prices paid thereunder and to report to said Secretary "the total indebtedness of such contractors" on account of the purchases made elsewhere because of their delinquency.

Whether or not the voucher submitted may properly be paid as presented depends, it will thus be seen, on whether Miller, Clagett & Company are properly chargeable, at this time, with the excess cost of supplies, which they had proposed, at stated prices, to furnish, that were purchased elsewhere because of their failure to furnish them when requested.

It is quite evident in this case, as in the case considered in the decision of this office dated September 17, 1914, that the parties intended that the agreement evidenced by the proposal and award should be later reduced to the form of a formal written contract. The facts evidencing such intention are the same as those relied upon in the case mentioned as proving such intent. But the intention of contracting parties may be gathered from their acts as well as from the language used by them in effecting contract relations, and the fact that this firm, after award was made to it, began to fill all orders given it by virtue of said award and continued to do so as long as it found it profitable so to do is sufficient indication, I think, that the parties themselves regarded and intended the proposal and acceptance to constitute a binding contract. The acceptance of the bidder's proposal either did or did not bind the parties and each of them, and the fact that the successful bidders, for some months, accepted the benefits as of a binding contract quite effectually estops them from now arguing that there was no contract in fact. On the facts of the case now appearing, I think it clear that the acceptance of Miller, Clagett & Company's proposal and the placing, acceptance and filling of orders thereunder constituted a good and

valid contract, binding alike on them and on the Government.

And when they failed to carry out the terms of the contract so made and refused to deliver, when requested, the supplies they had agreed to deliver, they became liable for the actual damage caused by such breach of agreement - in this case, the excess cost of like supplies bought elsewhere at the best prices obtainable. For supplies furnished by them in accordance with the contract, they are entitled to be paid at the rates named in their proposal, but from any sum due them on such account should first be deducted whatever damage their breach of contract as to the delivery of other supplies have caused the Government. Why should the Government pay them their full claim and then attempt to enforce its counterclaims by suit?

If, as I gather is the case, the Government Hospital for the Insane has, because of their default, been obliged to buy supplies at increased prices, payment of the amount of this voucher should be withheld until the liability of the contractor to the Government has been properly and finally determined. Accordingly, you are advised that the voucher should not now be paid.

Respectfully,

Geo. E. Downey,

Comptroller.

TREASURY DEPARTMENT

WASHINGTON

March 17, 1914

Office of
Comptroller of the Treasury.

The Honorable

The Secretary of the Treasury.

Sir:

I have your letter of the 11th instant requesting my consideration whether it is certified check for \$1,000 deposited with you by the firm of Miller, Shageta and Company is assured for-
feited by you, certain vouchers in favor of said firm, covering cost of supplies furnished the Government by it, may be released for payment and paid, notwithstanding the fact that said firm has been otherwise delinquent and in default with respect to its obligations, such default resulting in actual damages to the Government in excess of any sum otherwise due it from the Government.

The facts of the instant case are substantially as follows:

Prior to July 1, 1913, the Secretary of the Treasury advertised for proposals (and of June 17, 1913, 23 Stat., 241), for furnishing the various Departments and other Government establishments in Washington, many other things, with very small and chances of promotion in required during the fiscal year ending

the last of October, 1914, through a number of such orders, was
submitted with only at a substantial loss, at, rather, and the
present contention.

About this time they called together or in part, to
fill many of the orders given them and the different departments
were obliged to provide supplies elsewhere to meet their orders.
possibly at a higher price than they would be willing.

Cigarette and Company's proposal.

November 14, 1914, because of the failure of Miller,
Cigarette and Company to submit a formal proposal and to add to
fill all orders in accordance with their original proposal, the
Secretary of the Treasury declared this firm to be a defunct
and "defunct" and directed that "provisions of articles ordered
by the U.S. of said company be the same independently of the
schedule of supplies, the quantity of the requirements of the government
to be determined at a later date when all the facts as to the
provisions are to be known."

There is some evidence to show that Miller,
Cigarette and Company had received supplies, when, in the process
of their original bid, they were not to be supplied, as they
for their own supply were not paid. They were paid for all supplies
furnished prior to the date of the order. They were not paid
for the supplies furnished after the date of the order.

All supplies, of the kind covered by the original proposal, that were actually required by the different Government establishments after November 14, 1914, were bought at the lowest and best prices obtainable, as were also those bought prior to that date because of Miller, Claggett and Company's failure to deliver as directed. The supplies so purchased cost, it is stated, some \$4,177.33 in excess of what like supplies would have cost at the rates named in Miller, Claggett and Company's proposal.

It thus results that Miller, Claggett and Company have a unpaid bill against the Government for supplies actually furnished amounting to about \$2,544.69. The Government has their certified check for \$2,000, and, if there was a binding contract affected by the acceptance of the original proposal, it has a valid claim against Miller, Claggett and Company for the amount of damages sustained by it as a result of their failure to live up to said contract, unless, of course, the defaulter was relieved from its performance by operation of law. I am asked to decide in effect whether the Secretary of the Treasury may not properly cash the check for \$2,000 retained by reason of the failure of Miller, Claggett and Company to execute formal contract, and that amount against the Government's claim for damages as aforesaid, while the balance of the claim for cost of supplies actually furnished is the defaulter's bill for supplies actually furnished.

I do not think there can be any serious doubt that the acceptance, by the Secretary of the Treasury, of Miller, Chagall and Company's proposals constituted a good and binding contract in law and in fact, binding them to furnish as supplies, and the Government to pay for at rates fixed thereby, all supplies covered by said accepted proposals when ordered and delivered as stipulated. There is no law requiring contracts of this character to be reduced to writing and signed by the parties, and the formal contract which the successful bidder was expected to execute, and to secure his doing which he requested a guaranty of \$1,000, was not to be an addition to his obligation but only the formal evidence of such obligation. That was all the intent and purpose of the parties is fully evidenced by the acts of the parties themselves, also by all the Government orders, by the contractor's furnishing supplies in accordance with the accepted proposals before any contract (formal) had been made or executed. The parties themselves regarded the transaction as a contract binding upon them, and were the matter otherwise? In short, the construction placed on the matter by the parties is correct before any question of dispute could be introduced as to their legal effect. (Miller & Chagall, Inc. v. U.S. Treasury, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 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3575, 3576, 3577, 3578, 3579, 3580, 3581, 3582, 3583, 3584, 3585, 3586, 3587, 3588, 3589, 3590, 3591, 3592, 3593, 3594, 3595, 3596, 3597, 3598, 3599, 3600, 3601, 3602, 3603, 3604, 3605, 3606, 3607, 3608, 3609, 3610, 3611, 3612, 3613, 3614, 3615, 3616, 3617, 3618, 3619, 3620, 3621, 3622, 3623, 3624, 3625, 3626, 3627, 3628, 3629, 3630, 3631, 3632, 3633, 3634, 3635, 3636, 3637, 3638, 3639, 3640, 3641, 3642, 3643, 3644, 3645, 3646, 3647, 3648, 3649, 3650, 3651, 3652, 3653, 3654, 3655, 3656, 3657, 3658, 3659, 3660, 3661, 3662, 3663, 3664, 3665, 3666, 3667, 3668, 3669, 3670, 3671, 3672, 3673, 3674, 3675, 3676, 3677, 3678, 3679, 3680, 3681, 3682, 3683, 3684, 3685, 3686, 3687, 3688, 3689, 3690, 3691, 3692, 3693, 3694, 3695, 3696, 3697, 3698, 3699, 3700, 3701, 3702, 3703, 3704, 3705, 3706, 3707, 3708, 3709, 3710, 3711, 3712, 3713, 3714, 3715, 3716, 3717, 3718, 3719, 3720, 3721, 3722, 3723, 3724, 3725, 3726, 3727, 3728, 3729, 3730, 3731, 3732, 3733, 3734, 3735, 3736, 3737, 3738, 3739, 3740, 3741, 3742, 3743, 3744, 3745, 3746, 3747, 3748, 3749, 3750, 3751, 3752, 3753, 3754, 3755, 3756, 3757, 3758, 3759, 3760, 3761, 3762, 3763, 3764, 3765, 3766, 3767, 3768, 3769, 3770, 3771, 3772, 3773, 3774, 3775, 3776, 3777, 3778, 3779, 3780, 3781, 3782, 3783, 3784, 3785, 3786, 3787, 3788, 3789, 3790, 3791, 3792, 3793, 3794, 3795, 3796, 3797, 3798, 3799, 3800, 3801, 3802, 3803, 3804, 3805, 3806, 3807, 3808, 3809, 3810, 3811, 3812, 3813, 3814, 3815, 3816, 3817, 3818, 3819, 3820, 3821, 3822, 3823, 3824, 3825, 3826, 3827, 3828, 3829, 3830, 3831, 3832, 3833, 3834, 3835, 3836, 3837, 3838, 3839, 3840, 3841, 3842, 3843, 3844, 3845, 3846, 3847, 3848, 3849, 3850, 3851, 3852, 3853, 3854, 3855, 3856, 3857, 3858, 3859, 3860, 3861, 3862, 3863, 3864, 3865, 3866, 3867, 3868, 3869, 3870, 3871, 3872, 3873, 3874, 3875, 3876, 3877, 3878, 3879, 3880, 3881, 3882, 3883, 3884, 3885, 3886, 3887, 3888, 3889, 3890, 3891, 3892, 3893, 3894, 3895, 3896, 3897, 3898, 3899, 3900, 3901, 3902, 3903, 3904, 3905, 3906, 3907, 3908, 3909, 3910, 3911, 3912, 3913, 3914, 3915, 3916, 3917, 3918, 3919, 3920, 3921, 3922, 3923, 3924, 3925, 3926, 3927, 3928, 3929, 3930, 3

(21 Comp. Dec., 730; 831; 90 MS. Comp. Dec., 1123, Sept. 28, 1924, 71 Id., 990, Rev. 30, 1926) The decision of September 17, 1914 (90 MS. Comp. Dec., 1123), was rendered under a misapprehension of the facts and does not correctly state the applicable rules of law.

By its proposal, duly accepted, the firm of Miller, Shogren and Company undertook, without qualification, to furnish certain supplies. That undertaking it failed to perform, and its failure was not due to any act of the other party or other cause which the law would recognize as constituting a valid excuse. The Mexican War, however much it was unfortunate and whatever its effect on prices of articles covered by said contract, did not and can render it impossible of performance, and it did not, therefore, operate to excuse a failure to perform. Miller, Shogren and Company, it must be held as a matter of law, are liable for the actual damages caused the Government by this failure to perform their contract. (Hess's case, 15 Wall., 31, 1846; 5, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000)

That provision of the "Instructions to Bidders", and
hence of the contract of the parties, which provided for "the
forfeiture" of the guaranty check or deposit on the contractor's
failure to execute a formal contract and hand was penalizing in
its nature and cannot be enforced except to the extent of any
actual damages sustained by the contractor's failure to hand
itself. The law does not regard forfeitures with favor, and as
the bidder's failure to execute formal contract resulted in a
direct or consequential damage to the Government, the Govern-
ment cannot "forfeit" the \$1,000 deposited as a guaranty that
a formal contract would be executed. The most that it can do is
to hold said check as in partial satisfaction of the claim for
damages resulting not from a failure to execute a formal contract
but from the failure to fulfill the terms of the informal agreement.
And unless and until Congress should alter its position,
if the Government's valid claim for more than \$1,000 is damaged
in otherwise established by law like any business enterprise
which said check for \$1,000 or is direct payment of all or any
part of the contractor's bill of about \$8,500 (the aggregate
of the two being less than the damages claimed) for supplies fur-
nished but not paid for. Before this court will support the bill
must, for the Government's position, be altered. As a matter
of law, as the court is saying, such contractors agree to be
bound to the United States and all other the aggregate of which
the Government has the money received, and still that Government is the

MEMORANDUM OF AGREEMENT

BUREAU OF WEATHER RECORDS

WASHINGTON, D. C.

-2-

December 9, 1914.

charged in fact or by operation of law, no payment may properly be made to them.

Respectfully,

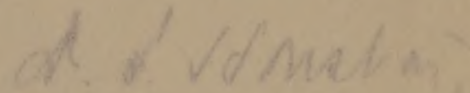
(Signed) W. W. Warwick

Comptroller.

MEMORANDUM NO. 113.

Authentication of Weather Bureau Records.

Effective on and after the 15th day of December, 1914, all certified copies of climatological, meteorological or similar records of the Weather Bureau for use as evidence in litigation or otherwise, will be certified by the Chief Clerk of the Department by subscribing thereto the name of the Secretary of Agriculture and by affixing thereto the seal of said Department.



Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

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December 9, 1914.

MEMORANDUM NO. 115.

Authentication of Weather Bureau Records.

Effective on and after the 15th day of December, 1914, all certified copies of climatological, meteorological or similar records of the Weather Bureau for use as evidence in litigation or otherwise, will be certified by the Chief Clerk of the Department by subscribing thereto the name of the Secretary of Agriculture and by affixing thereto the seal of said Department.

A. D. Johnston

Secretary.

